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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
January 2, 2007

10:00 a.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

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The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 2, 2007
10:00 a.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Thomas T. Ng
Vice President, Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of December 18, 2006

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0836-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-06/07	Mayor's Office of Housing	$180,000	Will provide loan servicing for the SF Seismic Loan Program which includes, but limited to auditing SSLP repayment files; generating loan payment materials; processing all SSLP loan repayments; and depositing SSLP loan repayments into a City bank.	Regular	06/30/08
4082-06/07	Arts Commission	$150,000	Will provide conservation, cleaning and repair of miscellaneous artworks in the City's collection, including those at SF International Airport, Moscone Convention Center, Golden Gate Park, Market Street, and other locations throughout the city.	Regular	07/31/10
4083-06/07	Arts Commission	$150,000	Will provide Fine Art handling services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art; installation of artworks, design and fabrication of pedestals and cases.	Regular	12/31/10
4084-06/07	Administrative Services – Mayor's Office of Public Finance	$60,000	Will provide financial advisory services pertaining to municipal debt, in particular General Obligation Bonds (Seismic Safety Loan Program). Will include financial and legal analyses to size, price, and market bonds effectively.	Regular	01/31/07
4085-06/07	Public Works	$800,000	Will provide equipment manager professional services associated with Laguna Honda Hospital's Replacement program. Will provide a turnkey management solution for the medical equipment, library millwork, and furniture for the program.	Regular	01/31/12
2005-00/01	Public Health	Increase Amount $500,000 New Amount $1,340,000	Will provide as-needed, on-call professional licensed Physical, Occupational and Speech Therapists, and Physical and Occupational Therapy Assistants to back-up civil service staff during scheduled and unscheduled staff absences.	Regular	01/31/10
4019-06/07	Public Health	Increase Amount $120,000 New Amount $269,000	Will provide specialized hazardous materials handling including Chemical, Biological, Radiological and Nuclear training for Hospital based clinical providers in San Francisco.	Regular	12/31/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Proposed Amendments to Civil Service Commission Rules Applicable to All Employees – Series 20 Leaves of Absence to Implement Administrative Code Section 12W – Sick Leave (Proposition F/November 2006). (File No. 0837-06-5) – Discussion and Possible Action**

Recommendation: Post for adoption.

(7) **Proposed Amendments to Existing Civil Service Commission Rules Affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, Specifically Rules 113 and 413 – Certification of Eligibles to Reorganize the Existing Rules and Restate Existing Practices. (File No. 0838-06-5) – Discussion and Possible Action**

December 4, 1006: Post for adoption as amended.

Recommendation: Adopt.

(8) **Implementation of Civil Service Commission Rule 213.7 – Certification of Promotive Eligible List Applicable to the Police Department Q – 50 Sergeant Examination completed on December 9, 2006 (Announcement No. 52766 – Issued July 7, 2006). (File No. 0839-06-5) – Discussion and Possible Action**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**

1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - (Discussion and Possible Action Item)
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case

C) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)

2) Disclosure of action taken in closed session pursuant to California Government Code Section 54956.9 and San Francisco Administrative Code Section 67.12(b).

File No. 0839-06-5 (continued)

Recommendation: The Rule of Five Scores for the first 30 approved hiring requisitions (to Rank 34). Thereafter, a statistically valid grouping with a confidence level of 1.96 and a sliding band of 63 points shall be used starting with Rank 35. Consistent with Civil Service Commission rules, candidates in Ranks 1 to 34 who are not selected under the Rule of Five Scores shall be considered with those in the band.

Note: The Commission is not limited to accepting or rejecting this recommendation, but may also consider and act upon changes to the recommendation.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(9) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(10) Fiscal Year 2007-08: Mayor's Budget Instructions and Departmental Budget Preparation Schedule. (File No. 0840-06-1) – Action Item

Recommendation: Accept the report.

(11) Process and Procedures on filling the upcoming vacancy of the position of Human Resources Director due to the appointment of incumbent to the position of Mayor's Chief of Staff – Personnel Matter. (File No. 0841-06-1) – Discussion and Possible Action

Recommendation: Open for discussion.

(12) Implementation of Proposition C – Amendment to Charter Section A8.409-1 – Salary of Elected Officials – Tentative Work Plan for Fiscal Year 2007-08. (File No. 0842-06-1) – Action Item

Recommendation: Accept the report.

(13) General Update on the Status of Civil Service Commission Goals and Objectives as of December 31, 2006. (File No. 0843-06-1) – Action Item

Recommendation: Accept the report.

(14) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(15) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(16) ADJOURNMENT

In memory of Officer Bryan Tuvera, San Francisco Police Department, who tragically passed away in the line of duty on December 23, 2006.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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1/2/07

MINUTES

Regular Meeting
January 2, 2007

10:00 a.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

10:15 a.m.

ROLL CALL

President Thomas T. Ng	Present
Vice President, Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Thomas Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of December 18, 2006

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced that the second meeting in January will be held on Tuesday, January 16, 2007 at 1:00 p.m. in Room 408, City Hall at 1:00 p.m.

The Executive Officer also announced the retirement of Denise Cannonier-Craig, Department of Human Resources effective January 26, 2007. The Commission commended her for her work, especially with the Commission for her clear presentations before them.

0836-06-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-06/07	Mayor's Office of Housing	$180,000	Will provide loan servicing for the SF Seismic Loan Program which includes, but limited to auditing SSLP repayment files; generating loan payment materials; processing all SSLP loan repayments; and depositing SSLP loan repayments into a City bank.	Regular	06/30/08
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4084-06/07	Administrative Services – Mayor's Office of Public Finance	$60,000	Will provide financial advisory services pertaining to municipal debt, in particular General Obligation Bonds (Seismic Safety Loan Program). Will include financial and legal analyses to size, price, and market bonds effectively.	Regular	01/31/07
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2005-00/01	Public Health	Increase Amount $500,000 New Amount $1,340,000	Will provide as-needed, on-call professional licensed Physical, Occupational and Speech Therapists, and Physical and Occupational Therapy Assistants to back-up civil service staff during scheduled and unscheduled staff absences.	Regular	01/31/10
4019-06/07	Public Health	Increase Amount $120,000 New Amount $269,000	Will provide specialized hazardous materials handling including Chemical, Biological, Radiological and Nuclear training for Hospital based clinical providers in San Francisco.	Regular	12/31/07

Speakers: Brenda Burrell and Wayne Lawrence, Mayor's Office of Housing spoke on PSC #4081-06/07.
Carol Marie Daniels, Arts Commission spoke on PSC #4082-06/07 and 4083-06/07.
Charles Thomas, Department of Public Works spoke on PSC #4085-06/07.
Robert Thomas, Department of Public Health spoke on PSC #2005-00/01.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0837-06-5 **Proposed Amendments to Civil Service Commission Rules Applicable to All Employees – Series 20 Leaves of Absence to Implement Administrative Code Section 12W – Sick Leave (Proposition F/November 2006). (Item No. 6)**

Speakers: Kate Favetti, Executive Officer
Micki Callahan, Department of Human Resources
Jennifer Johnston, Department of Human Resources
LaWanna Preston, SEIU Local 790

Action: Post for adoption and meet and confer. (Vote of 3 to 0)

0838-06-5 **Proposed Amendments to Existing Civil Service Commission Rules Affecting Miscellaneous Employees and Service Critical Classes at the Municipal Transportation Agency, Specifically Rules 113 and 413 – Certification of Eligibles to Reorganize the Existing Rules and Restate Existing Practices. (Item No. 7)**

December 4, 1006: Post for adoption as amended.

Speakers: None.

Action: Adopt. (Vote of 3 to 0)

0839-06-5 **Implementation of Civil Service Commission Rule 213.7 – Certification of Promotive Eligible List Applicable to the Police Department Q – 50 Sergeant Examination completed on December 9, 2006 (Announcement No. 52766 – Issued July 7, 2006). (Item No. 8)**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

Speakers: Julian Hill, Officers for Justice spoke of his concern of how the Commission will address adverse impact. He trusts the Commission to do the right thing.

B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**
The Commission voted to conduct a closed session. (Vote of 3 to 0)

Closed session began at 12:14 p.m. with the following present:
President Thomas Ng
Commissioner Donald Casper
Commissioner Morgan R. Gorrono
Kate Favetti, Executive Officer
Anita Sanchez, Assistant Executive Officer

File No. 0839-06-5 (continued)

Paul Zarefsky, Deputy City Attorney
Stacy Lucas, Deputy City Attorney
Molly Stump, Deputy City Attorney
Alice Villagomez, Human Resources Director – SFPD
Charles Keohane, Deputy Chief Administration Bureau – SFPD
Bruce Topp, Department of Human Resources
Gloria Sheppard, Civil Service Commission

1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - (Discussion and Possible Action Item)
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case

Closed session ended at 1:41 p.m.

C) Reconvened in open session at 1:42 p.m.

1) The Commission voted not to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item) (Vote of 3 to 0)

2) Disclosure of action taken in closed session pursuant to California Government Code Section 54956.9 and San Francisco Administrative Code Section 67.12(b).

Action: The Rule of Five Scores for the first 30 approved hiring requisitions (to Rank 34). Thereafter, a statistically valid grouping with a confidence level of 1.96 and a sliding band of 63 points shall be used starting with Rank 35. Consistent with Civil Service Commission rules, candidates in Ranks 1 to 34 who are not selected under the Rule of Five Scores shall be considered with those in the band. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 9)

No updates.

EXECUTIVE OFFICER'S REPORT

0840-06-1 Fiscal Year 2007-08: Mayor's Budget Instructions and Departmental Budget Preparation Schedule. (Item No. 10)

Speakers: Anita Sanchez, Assistant Executive Officer

Note: Commissioner Gorrono stated that he feels it is increasingly unfair to the Civil Service Commission that we are required to continually cut our budget when other Commissions and departments continue to grow. The Commission saves the City a lot of money by averting litigation in some of the decisions that we make. If the argument is made to the Mayor's Office, we should not have to wage this battle every year.

Action: Accept the report. (Vote of 3 to 0)

0841-06-1 Process and Procedures on filling the upcoming vacancy of the position of Human Resources Director due to the appointment of incumbent to the position of Mayor's Chief of Staff – Personnel Matter. (Item No. 11)

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 3 to 0)

0842-06-1 Implementation of Proposition C – Amendment to Charter Section A8.409-1 – Salary of Elected Officials – Tentative Work Plan for Fiscal Year 2007-08. (Item No. 12)

Speakers: Anita Sanchez, Assistant Executive Officer

Action: Accept the report. (Vote of 3 to 0)

0843-06-1 General Update on the Status of Civil Service Commission Goals and Objectives as of December 31, 2006. (Item No. 13)

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Jacques Gulbenkian, a Civil Engineer addressed the Commission regarding his search for employment with the City & County of San Francisco. He requested that the Commission streamline the hiring process so that he can get a job with the City.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Gorrono requested that the Civil Service Commission institute awards of merit to highlight the heroic efforts of San Francisco Police Officers. The categories would include Gold, Silver and Bronze.

ADJOURNMENT

2:17 p.m.

In memory of Officer Bryan Tuvera, San Francisco Police Department, who was tragically killed in the line of duty on December 23, 2006.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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1/16/07

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
January 16, 2007

1:00 p.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

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CONSENT AGENDA

REGULAR AGENDA

SEPARATION AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;

3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 16, 2007
1:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Thomas T. Ng
Vice President, Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of January 2, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

COMMENDATIONS AGENDA

(5) **Commendation for Philip Ginsburg for his service as Human Resources Director for the City and County of San Francisco and upon his appointment to the position of Mayor's Office, Chief of Staff. (File No. 0004-07-1) – Action Item**

Recommendation: Approve.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0724-06-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-06/07	Fire Department	$180,000	Will perform maintenance and repair of exhaust extractors, controls, and motors at fire facilities as necessary, and be available 24 hours per day, and 7 days per week.	Regular	06/30/09

November 6, 2006: Postpone to the meeting of December 18, 2006 at the request of the San Francisco Fire Department.

December 18, 2006: Postpone to the meeting of January 16, 2007 at the request of the San Francisco Fire Department.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0002-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4086-06/07	Administrative Services – Mayor's Office of Public Finance	$87,000	Will provide financial advisory services pertaining to municipal debt, in particular Certificates of Participation, Series 2007 (One South Van Ness & 1650 Mission Street).	Regular	12/01/07
4087-06/07	Public Utilities Commission	$1,600,000	Will provide alternative analyses and conceptual design of various seismic retrofit schemes of the reservoir concrete roof structure, detailed design of the selected scheme, construction drawings and specification for bid and award, and support.	Regular	07/29/11
4088-06/07	Public Utilities Commission	$2,000,000	Will provide the detailed design for University Mound North Basin Upgrades.	Regular	01/09/09
4089-06/07	Public Utilities Commission	$2,000,000	Will provide Right of Way (ROW) Acquisition services which will include review of existing leases, easements, permits and other title material; obtaining permits to enter; ROW clearance, appraisal services; and negotiation and acquisition services.	Regular	07/30/10
4090-06/07	Public Utilities Commission	$350,000	Will provide financial advisory services related to the issuance of revenue bonds and other financial instruments.	Regular	05/31/07

4091-06/07	Airport Commission	$100,000	Will provide as-needed repair, testing and certification services for San Francisco International Airport's high-pressure boilers, two rated at 50,000,000 BTUs and two others rated at 25,000,000 BTUs.	Regular	01/31/09
4042-04/05	Public Utilities	Increase Amount $2,375,000 New Amount $7,125,000	Will provide as-needed environmental services for the SFPUC Capital Improvement Program in specialized natural resource, environmental, and environmental planning expertise and services; analysis, research, reports, studies and recommendations.	Regular	11/14/09
4059-03/04	Public Health	Increase Amount $240,000 New Amount $350,000	Will provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital.	Regular	06/30/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Certification of the prevailing rate of wages for workers engaged in hauling solid waste generated by the City in the course of City operations. (File No. 0003-07-3) – Action Item

Recommendation: Adopt the report; Forward to Board of Supervisors.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (File No. 0288-06-6) – Action Item

October 16, 2006: Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21.

December 4, 2006: Postpone to the meeting of December 18, 2006 at the request of the Municipal Transportation Agency.

File No. 0288-06-6 (continued)

December 18, 2006: Postpone to the meeting of January 16, 2007. The Commission requested that the Municipal Transportation Agency submit information on all laid off employees regarding classification, pay scale, age, years in class, etc.

Recommendation of the Human Resources Director and Director of Transportation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob.

(10) **Proposed Amendments to Civil Service Commission Rules Applicable to All Employees – Series 20 Leaves of Absence to Implement Administrative Code Section 12W – Sick Leave (Proposition F/November 2006). (File No. 0837-06-5) – Discussion and Possible Action**

January 2, 2007: Post for meet and confer.

Recommendation: Open for discussion; The Civil Service Commission may adopt the proposed amendments; may provisionally adopt pending completion of meet and confer with those employee organizations that have requested meet and confer; or, place the matter over to a future meeting.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA
As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) **Determination of future employability: permanent civil service appointment of Stephen Yau, Assistant Electronic Maintenance Technician (Job Code 7430) Municipal Transportation Agency. (File No. 0580-06-7) - Action Item**

November 20, 2006: Postpone to the meeting of December 4, 2006 at the request of Stephen Yau.

December 4, 2006: Postpone to the meeting of January 16, 2007 at the request of Stephen Yau.

File No. 0580-06-7 (continued)

Recommendation of the Director of Transportation: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(12) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(13) **Draft Civil Service Commission Statement of Incompatible Activities for final adoption by the Ethics Commission. (File No. 0008-07-1) – Discussion and Possible Action Item**

Recommendation: Adopt; Forward to the Ethics Commission.

(14) **Report on Commissioner Request: Awards Program for Police Officers Nominated for Meritorious Service. (File No. 0009-07-1) – Discussion Item**

Recommendation: Open for discussion.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(17) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

SF
C65
#5
1/16/07

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
January 16, 2007

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1:00 p.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

1:02 p.m.

ROLL CALL

President Thomas T. Ng	Present
Vice President, Alicia D. Becerril	Present (Arrived at 2:20 p.m. during Item #11)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present

President Thomas Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of January 2, 2007

Action: Approve. (Vote of 3 to 0)

0004-07-1 **Commendation for Philip Ginsburg for his service as Human Resources Director for the City and County of San Francisco and upon his appointment to the position of Mayor's Office, Chief of Staff. (Item No. 5)**

Action: Approve as amended. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced that the next meeting will be held at its regular time, February 5, 2007 at 2:00 p.m. in Room 400, City Hall.

0724-06-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-06/07	Fire Department	$180,000	Will perform maintenance and repair of exhaust extractors, controls, and motors at fire facilities as necessary, and be available 24 hours per day, and 7 days per week.	Regular	06/30/09

November 6, 2006: Postpone to the meeting of December 18, 2006 at the request of the San Francisco Fire Department.

December 18, 2006: Postpone to the meeting of January 16, 2007 at the request of the San Francisco Fire Department.

Speakers: Assistant Deputy Chief Lorrie Kalos, San Francisco Fire Department

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0002-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4086-06/07	Administrative Services – Mayor's Office of Public Finance	$87,000	Will provide financial advisory services pertaining to municipal debt, in particular Certificates of Participation, Series 2007 (One South Van Ness & 1650 Mission Street).	Regular	12/01/07
4087-06/07	Public Utilities Commission	$1,600,000	Will provide alternative analyses and conceptual design of various seismic retrofit schemes of the reservoir concrete roof structure, detailed design of the selected scheme, construction drawings and specification for bid and award, and support.	Regular	07/29/11
4088-06/07 *Over to 2/5/07*	Public Utilities Commission	***$3,400,000***	Will provide the detailed design for University Mound North Basin Upgrades.	Regular	01/09/09

4089-06/07	Public Utilities Commission	$2,000,000	Will provide Right of Way (ROW) Acquisition services which will include review of existing leases, easements, permits and other title material; obtaining permits to enter; ROW clearance, appraisal services; and negotiation and acquisition services.	Regular	07/30/10
4090-06/07	Public Utilities Commission	$350,000	Will provide financial advisory services related to the issuance of revenue bonds and other financial instruments.	Regular	*05/31/09*
4091-06/07	Airport Commission	$100,000	Will provide as-needed repair, testing and certification services for San Francisco International Airport's high-pressure boilers, two rated at 50,000,000 BTUs and two others rated at 25,000,000 BTUs.	Regular	01/31/09
4042-04/05	Public Utilities	Increase Amount $2,375,000 New Amount $7,125,000	Will provide as-needed environmental services for the SFPUC Capital Improvement Program in specialized natural resource, environmental, and environmental planning expertise and services; analysis, research, reports, studies and recommendations.	Regular	11/14/09
4059-03/04	Public Health	Increase Amount $240,000 New Amount $350,000	Will provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital.	Regular	06/30/09

Speakers: Jim Howells and Ernie Eavis, Public Utilities Commission spoke on PSC #4087-06/07.
Pauson Yun and Garrett Dowd, Public Utilities Commission spoke on PSC #4089-06/07.
Pauson Yun and Carol Osberg, Public Utilities Commission spoke on PSC #4090-06/07.
Pauson Yun and Bill Idzerda, Public Utilities Commission spoke on PSC #4042-04/05.
Jacquie Hale, Department of Public Health spoke on PSC #4059-03/04.

Action: Postpone PSC #4088-06/07 to the meeting of February 5, 2007. (Vote of 3 to 0)
Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0003-07-3 **Certification of the prevailing rate of wages for workers engaged in hauling solid waste generated by the City in the course of City operations. (Item No. 8)**

Speakers: None.

Action: Adopt the report; Forward to Board of Supervisors. (Vote of 3 to 0)

0288-06-6 **Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (Item No. 9)**

October 16, 2006: Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21.

December 4, 2006: Postpone to the meeting of December 18, 2006 at the request of the Municipal Transportation Agency.

December 18, 2006: Postpone to the meeting of January 16, 2007. The Commission requested that the Municipal Transportation Agency submit information on all laid off employees regarding classification, pay scale, age, years in class, etc.

Speakers: None.

Action: Postpone to the meeting of February 5, 2007 at the request of IFPTE Local 21. (Vote of 3 to 0)

0837-06-5 **Proposed Amendments to Civil Service Commission Rules Applicable to All Employees – Series 20 Leaves of Absence to Implement Administrative Code Section 12W – Sick Leave (Proposition F/November 2006). (Item No. 10)**

January 2, 2007: Post for meet and confer.

Speakers: Micki Callahan, Department of Human Resources

Action: Adopt; Forward to the Board of Supervisors. (Vote of 3 to 0)

0580-06-7 **Determination of future employability: permanent civil service appointment of Stephen Yau, Assistant Electronic Maintenance Technician (Job Code 7430) Municipal Transportation Agency. (Item No. 11)**

November 20, 2006: Postpone to the meeting of December 4, 2006 at the request of Stephen Yau.

December 4, 2006: Postpone to the meeting of January 16, 2007 at the request of Stephen Yau.

Speakers: Parveen Boparai, Municipal Transportation Agency
Carol Wolther, Municipal Transportation Agency
Mike Ellis, Municipal Transportation Agency
Candice Nguyen Hamant, Attorney

Note: Kim N. Roberts, Vietnamese Court Interpreter assisted Mr. Yau in following and understanding the hearing.

0580-06-7 (continued)

Note: Commissioner Alicia Becerril recused. (Vote of 4 to 0)

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency. (Vote of 2 to 1; Commissioner Casper dissents.) Postpone to the meeting of February 5, 2007.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 12)

No updates.

EXECUTIVE OFFICER'S REPORT

0008-07-1 **Draft Civil Service Commission Statement of Incompatible Activities for final adoption by the Ethics Commission. (Item No. 13)**

Speakers: Kate Favetti, Executive Officer

Action: Adopt as amended; Forward to the Ethics Commission. (Vote of 4 to 0)

0009-07-1 **Report on Commissioner Request: Awards Program for Police Officers Nominated for Meritorious Service. (Item No. 14)**

Action: Postpone to the meeting of February 19, 2007. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

3:45 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
February 5, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

5 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 5, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Thomas T. Ng
Vice President, Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of January 16, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0002-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4088-06/07	Public Utilities Commission	$3,400,000	Will provide the detailed design for University Mound North Basin Upgrades.	Regular	03/30/11

January 16, 2007: Postpone to the meeting of February 5, 2007 at the request of the Public Utilities Commission.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0059-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4092-06/07	City Attorney's Office	$750,000	Will contract with five qualified firms to provide subpoena preparation, process serving, and document retrieval services. These services involve access and acquisition of confidential documents at the City offices, etc.	Regular	03/01/09
4093-06/07	Public Works	$600,000	Will perform a full range of environmental review services in conformance with provisions of the California Environmental Quality Act. This project requires consultants that may provide consultation for the duration of the project.	Regular	02/29/12
4094-06/07	Public Utilities Commission	$240,000	Will provide technical advisory and review services for the New Irvington Tunnel Project in specified fields related to the design and construction of tunnels and associated structures/facilities.	Regular	01/14/09
4095-06/07	Public Utilities Commission	$111,000	Will provide technical advisory and review services for Harry Tracy Water Treatment Plant (HTWTP) Long Term Improvements Project in specified fields related to the planning and conceptual design of water treatment, etc.	Regular	02/14/09
4096-06/07	Department of Emergency Management/ Division of Emergency Services	$750,000	Will complete a comprehensive risk and capabilities assessment based upon current emergency management standards, state and federal guidelines regarding emergency and disaster preparedness.	Regular	02/15/08
4097-06/07	Airport Commission	$525,000	Will convert the Airport's only current chiller that uses an ozone-depleting refrigerant to a non-ozone-depleting refrigerant and possible as-needed repair work associated with the conversion.	Regular	12/31/07

4012-05/06	Municipal Transportation Agency	Increase Amount $500,000 New Amount $1,500,000	Will provide specialized professional and technical engineering services such as geotechnical engineering, cost analyses, systems integration and engineering, and noise and vibration mitigation.	Regular	05/31/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (File No. 0288-06-6) – Action Item**

October 16, 2006: Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21.

December 4, 2006: Postpone to the meeting of December 18, 2006 at the request of the Municipal Transportation Agency.

December 18, 2006: Postpone to the meeting of January 16, 2007. The Commission requested that the Municipal Transportation Agency submit information on all laid off employees regarding classification, pay scale, age, years in class, etc.

January 16, 2007: Postpone to the meeting of February 5, 2007 at the request of IFPTE Local 21.

Recommendation of the Human Resources Director and Director of Transportation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob.

(8) **Appeal by Jesse Farrar of the background rejection for Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (File No. 0738-06-4) – Action Item**

Recommendation of the Director of Transportation: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Jesse Farrar.

(9) **Department of Human Resources' update on the Q – 50 Sergeant/Inspector examination process and the San Francisco Police Department examination program. (File No. 0060-07-1) – Action Item**

Recommendation: Adopt report.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Determination of future employability: permanent civil service appointment of Stephen Yau, Assistant Electronic Maintenance Technician (Job Code 7430) Municipal Transportation Agency. (File No. 0580-06-7) - Action Item

November 20, 2006:	Postpone to the meeting of December 4, 2006 at the request of Stephen Yau.
December 4, 2006:	Postpone to the meeting of January 16, 2007 at the request of Stephen Yau.
January 16, 2007:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency. (Vote of 2 to 1; Commissioner Casper dissents.) Postpone to the meeting of February 5, 2007.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(11) Determination of future employability: provisional appointment of David Rollins, Cement Mason (Job Code 7311) Department of Public Works. (File No. 0744-06-7) - Action Item

Recommendation of the Department of Public Works and the Human Resources Director:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Department of Public Works.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(12) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(13) **Update on Fiscal Year 2007-08 Civil Service Commission Budget Request. (File No. 0840-06-1) – Action Item**

January 2, 2007: Accept the report.

Recommendation: Accept the report. Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2007 – 08 Budget Request, incorporate changes, approve to submit the Fiscal Year 2007 – 08 Budget Request to the Mayor and the Controller by February 21, 2007.

(14) **Implementation of Proposition C – Amendment to Charter Section A8.409-1 – Salary of Elected Officials – Progress Report for Fiscal Year 2007-08. (File No. 0842-06-1) – Action Item**

January 2, 2007: Accept the report.

Recommendation: Accept the report.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(17) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
February 5, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:04 p.m.

ROLL CALL

President Thomas T. Ng	Present
Vice President, Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not Present

President Thomas Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES – Action Item

Regular Meeting of January 16, 2007

Action: Approve. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced that the second meeting of February will be held on Tuesday, February 20, 2007 at 1:00 p.m. in Room 408, City Hall.

0002-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4088-06/07	Public Utilities Commission	$3,400,000	Will provide the detailed design for University Mound North Basin Upgrades.	Regular	03/30/11

January 16, 2007: Postpone to the meeting of February 5, 2007 at the request of the Public Utilities Commission.

Speakers: Jim Howells, Public Utilities Commission

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0059-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4092-06/07	City Attorney's Office	$750,000	Will contract with five qualified firms to provide subpoena preparation, process serving, and document retrieval services. These services involve access and acquisition of confidential documents at the City offices, etc.	Regular	03/01/09
4093-06/07	Public Works	$600,000	Will perform a full range of environmental review services in conformance with provisions of the California Environmental Quality Act. This project requires consultants that may provide consultation for the duration of the project.	Regular	02/29/12
4094-06/07	Public Utilities Commission	$240,000	Will provide technical advisory and review services for the New Irvington Tunnel Project in specified fields related to the design and construction of tunnels and associated structures/facilities.	Regular	01/14/09
4095-06/07	Public Utilities Commission	$111,000	Will provide technical advisory and review services for Harry Tracy Water Treatment Plant (HTWTP) Long Term Improvements Project in specified fields related to the planning and conceptual design of water treatment, etc.	Regular	02/14/09
4096-06/07	Department of Emergency Management/ Division of Emergency Services	$750,000	Will complete a comprehensive risk and capabilities assessment based upon current emergency management standards, state and federal guidelines regarding emergency and disaster preparedness.	Regular	02/15/08
4097-06/07	Airport Commission	$525,000	Will convert the Airport's only current chiller that uses an ozone-depleting refrigerant to a non-ozone-depleting refrigerant and possible as-needed repair work associated with the conversion.	Regular	12/31/07
4012-05/06	Municipal Transportation Agency	Increase Amount $500,000 New Amount $1,500,000	Will provide specialized professional and technical engineering services such as geotechnical engineering, cost analyses, systems integration and engineering, and noise and vibration mitigation.	Regular	05/31/09

Speakers: Mary Jane Winslow, City Attorney's Office spoke on PSC #4092-06/07.
Tony Leung, Department of Public Works spoke on PSC #4093-06/07.
Jim Howells, Public Utilities Commission spoke on PSC #4094-06/07 and 4095-06/07.
Vicki Hennessy, Office of Emergency Services spoke on PSC #4096-06/07.
Galen Leung, San Francisco International Airport spoke on PSC #4097-06/07.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0288-06-6 **Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (Item No. 7)**

October 16, 2006: Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21.

December 4, 2006: Postpone to the meeting of December 18, 2006 at the request of the Municipal Transportation Agency.

December 18, 2006: Postpone to the meeting of January 16, 2007. The Commission requested that the Municipal Transportation Agency submit information on all laid off employees regarding classification, pay scale, age, years in class, etc.

January 16, 2007: Postpone to the meeting of February 5, 2007 at the request of IFPTE Local 21.

Speakers: Kim Holman, Municipal Transportation Agency
Pam Covington, IFPTE Local 21
James Wachob, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob. (Vote of 2 to 1; Commissioner Becerril dissents) Postpone to the meeting of February 20, 2007.

0738-06-4 **Appeal by Jesse Farrar of the background rejection for Transit Operator (Job Code 9163) with the Municipal Transportation Agency. (Item No. 8)**

Speakers: Suzanne Wong, Municipal Transportation Agency
Jesse Farrar, Appellant
Jim Arnold, Municipal Transportation Agency

Action: Adopt the report. Sustain the decision of the Director of Transportation; deny the appeal by Jesse Farrar. (Vote of 3 to 0)

0060-07-1 **Department of Human Resources' update on the Q – 50 Sergeant/Inspector examination process and the San Francisco Police Department examination program. (Item No. 9)**

Speakers: None.

Action: Off calendar; Schedule item for the meeting of February 20, 2007. Expand subject as follows: Update from the Department of Human Resources on the examination program applicable to the Uniformed Ranks of the San Francisco Police Department. (Vote of 4 to 0)

0580-06-7 **Determination of future employability: permanent civil service appointment of Stephen Yau, Assistant Electronic Maintenance Technician (Job Code 7430) Municipal Transportation Agency. (Item No. 10)**

November 20, 2006: Postpone to the meeting of December 4, 2006 at the request of Stephen Yau.

December 4, 2006: Postpone to the meeting of January 16, 2007 at the request of Stephen Yau.

January 16, 2007: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency. (Vote of 2 to 1; Commissioner Casper dissents.) Postpone to the meeting of February 5, 2007.

Speakers: Parveen Boparai, Municipal Transportation Agency
Michael Ellis, Municipal Transportation Agency
Carol Wolther, Municipal Transportation Agency
Candice Nguyen Hamant, Attorney
Stephen Yau, Appellant

Note: Kim N. Roberts, Vietnamese Court Interpreter assisted Mr. Yau in following and understanding the hearing.

0580-06-7 (continued)

Note: Commissioner Becerril stated that she reviewed the tape of this item from the January 16, 2007 meeting.

Action: Future employment subject to successful completion by Mr. Yau of a complete medical examination, including a psychiatric examination conducted by a physician and/or psychiatrist selected by the Municipal Transportation Agency for Service-Critical Classes at the MTA or the Department of Human Resources for citywide classes and only if that doctor and/or psychiatrist renders an opinion in which he or she states, unequivocally that Mr. Yau does not pose a threat of physical violence in the workplace. (Vote of 3 to 0)

0744-06-7 **Determination of future employability: provisional appointment of David Rollins, Cement Mason (Job Code 7311) Department of Public Works. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of March 5, 2007 at the request of the Cement Masons Local Union 300. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 12)

Acting Human Resources Director Ted Yamasaki announced the launch of the Department of Human Resources' fully automated employment center at 44 Gough Street as of February 9, 2007. This introduces the JobApp System which allows people to apply for positions online. There is still a paper process available for those individuals who do not have online capabilities. In addition, all job postings will move from paper postings to electronic postings. The goal is to reduce reliance on paper. This is also the first phase of a multiple phase project ultimately leading to a fully automated system where hiring managers will have for the first time, employment applications as well as access to eligible lists electronically at their desktop.

EXECUTIVE OFFICER'S REPORT

0840-06-1 **Update on Fiscal Year 2007-08 Civil Service Commission Budget Request. (Item No. 13)**

January 2, 2007: Accept the report.

Speakers: Anita Sanchez, Assistant Executive Officer

Action: Accept the report. Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2007 – 08 Budget Request, incorporate changes, approve to submit the Fiscal Year 2007 – 08 Budget Request to the Mayor and the Controller by February 21, 2007. Commissioner Casper directed staff to request an increase in General Fund support for the Budget. (Vote of 3 to 0)

0842-06-1 Implementation of Proposition C – Amendment to Charter Section A8.409-1 – Salary of Elected Officials – Progress Report for Fiscal Year 2007-08. (Item No. 14)

January 2, 2007: Accept the report.

Speakers: None.

Action: Postpone to the meeting of February 20, 2007. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Warren Seeto addressed the Commission regarding his attempt to get a job with the Human Services Agency.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

5:03 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
February 20, 2007

1:00 p.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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San Francisco Lobbyist Ordinance
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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
February 20, 2007

1:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Thomas T. Ng
Vice President, Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of February 5, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0102-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4098-06/07	Public Utilities Commission	$4,000,000	Will provide complete field surveys, property appraisal maps, plat maps and legal descriptions.	Regular	07/30/10
4099-06/07	Public Utilities Commission	$9,000,000	Will provide specialized engineering and construction support services for the new SVWTP Treated Water Reservoir and the SVWTP Additional 40MGD Capacity Upgrade.	Regular	12/31/12
4100-06/07 *Withdrawn*	Public Utilities Commission	$3,400,000	Will provide the detailed design for University Mound North Basin upgrades. Upgrades are primarily seismic retrofits of the existing roof structure plus associated civil upgrades.	Regular	03/30/11
4101-06/07	Public Utilities Commission	$2,500,000	Will provide engineering and design services for a 3,000 feet, 11.5-ft diameter sewer tunnel in the southeast section of San Francisco.	Regular	04/30/10
4102-06/07	Municipal Transportation Agency	$124,000	Will inspect all components and measure tolerances. If wear is within tolerance – re-use. Use standard overhaul kit to replace all items recommended by manufacturer.	Regular	12/31/07
4103-06/07	City Planning	$200,000	Will provide work relating to the Department's Better Streets Program on an as-needed basis. As planning for the Better Streets Program proceeds, staff will require specialized expertise to perform various tasks relating to design of street geometry.	Regular	04/30/08
4104-06/07	City Planning	$100,000	Will provide original market research on community recreational and cultural needs in the Rincon Hill and surrounding South of Market area.	Regular	09/30/07
4105-06/07	Public Works	$55,000,000	Will provide studies, conduct design & engineering activities & prepare documents as required to develop a new general acute care hospital. Will be required to prepare documents & perform construction administration.	Regular	12/31/15
4003-05/06	Airport Commission	Increase Amount $900,000 New Amount $1,200,000	Will provide arbitrage rebate consulting services as well as as-needed investment advisory services, which includes assisting, educating and advising the Airport regarding investment strategies and the use of derivatives and structuring.	Regular	12/30/10
4060-04/05	Airport Commission	Increase Amount $5,595,000 New Amount $7,570,000	Will provide financial advisory services in connection with Airport's ongoing debt issuance, debt management, and capital program, including but not limited to, financial, investment, swap, and rebate advisory services.	Regular	03/31/10

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Municipal Transportation Agency's Provisional Appointment Report. (File No. 0103-07-1) – Action Item

Recommendation: Adopt the report.

(7) Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (File No. 0104-07-1) – Action Item

Recommendation: Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (File No. 0288-06-6) – Action Item

October 16, 2006:	Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21.
December 4, 2006:	Postpone to the meeting of December 18, 2006 at the request of the Municipal Transportation Agency.
December 18, 2006:	Postpone to the meeting of January 16, 2007. The Commission requested that the Municipal Transportation Agency submit information on all laid off employees regarding classification, pay scale, age, years in class, etc.
January 16, 2007:	Postpone to the meeting of February 5, 2007 at the request of IFPTE Local 21.

File No. 0288-06-6 (continued)

February 5, 2007: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob.
(Vote of 2 to 1; Commissioner Becerril dissents) Postpone to the meeting of February 20, 2007.

Recommendation of the Human Resources Director and Director of Transportation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob.

(9) **Update from the Department of Human Resources on the examination program applicable to the Uniformed Ranks of the San Francisco Police Department. (File No. 0060-07-1) – Action Item**

February 5, 2007: Off calendar; Schedule item for the meeting of February 20, 2007. Expand subject as follows: Update from the Department of Human Resources on the examination program applicable to the Uniformed Ranks of the San Francisco Police Department.

Recommendation: Adopt the report.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(10) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

HUMAN RESOURCES DIRECTOR'S REPORT

(11) **Department of Human Resources' Report on Provisional Appointments and Position Based Testing Program Implementation. (File No. 0105-07-1) – Action Item**

Recommendation: Accept and file the report.

EXECUTIVE OFFICER'S REPORT

(12) **Implementation of Proposition C – Amendment to Charter Section A8.409-1 – Salary of Elected Officials – Progress Report for Fiscal Year 2007-08. (File No. 0842-06-1) – Action Item**

January 2, 2007: Accept the report.

February 5, 2007: Postpone to the meeting of February 20, 2007.

Recommendation: Accept the report.

(13) Report on Commissioner Request: Awards Program for Police Officers Nominated for Meritorious Service. (File No. 0009-07-1) – Discussion Item

January 16, 2007: Postpone to the meeting of February 20, 2007

Recommendation: Open for discussion.

(14) Fiscal Year 2007-08 Civil Service Commission Budget Request. (File No. 0840-06-1) – Action Item

January 2, 2007: Accept the report.

February 5, 2007: Accept the report. Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2007-08 Budget Request, incorporate changes, approve to submit the Fiscal Year 2007-08 Budget Request to the Mayor and the Controller by February 21, 2007. Commissioner Casper directed staff to request an increase in General Fund support for the Budget.

Recommendation: Approve Fiscal Year 2007-08 Budget Request and submit to the Mayor and the Controller by February 21, 2007.

(15) Filling the vacancy of the position of Human Resources Director – Personnel Matter. (File No. 0841-06-1) – Discussion and Possible Action

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) – Conference with Legal Counsel – Personnel Matter. Public Employee Appointment – Human Resources Director. **(Action Item)**

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item) California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

C) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)

2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

January 2, 2007: Accept the report.

Recommendation: Open for discussion.

(16) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(17) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(18) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
February 20, 2007

1:00 p.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

1:05 p.m.

ROLL CALL

President Thomas T. Ng	Present
Vice President, Alicia D. Becerril	Present (Arrived at 1:25 p.m. Missed Items #1,2,3,4)
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Yu-Yee Wu	Present

President Thomas Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Farbod Pirouzmand, IFPTE Local 21 requested to sever PSC #4105-06/07 and he was available to speak.

APPROVAL OF MINUTES

Regular Meeting of February 5, 2007

Note: Commissioners Gorrono and Wu Sheridan recused.
(Vote of 4 to 0; Commissioner Becerril missed vote)

Action: Approve. (Vote of 3 to 0 as amended)

ANNOUNCEMENTS

President Ng welcomed new Commissioner Yu-Yee Wu.

0102-07-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4098-06/07	Public Utilities Commission	$4,000,000	Will provide complete field surveys, property appraisal maps, plat maps and legal descriptions.	Regular	07/30/10
4099-06/07	Public Utilities Commission	$9,000,000	Will provide specialized engineering and construction support services for the new SVWTP Treated Water Reservoir and the SVWTP Additional 40MGD Capacity Upgrade.	Regular	12/31/12
4100-06/07 *Withdrawn*	Public Utilities Commission	$3,400,000	Will provide the detailed design for University Mound North Basin upgrades. Upgrades are primarily seismic retrofits of the existing roof structure plus associated civil upgrades.	Regular	03/30/11
4101-06/07	Public Utilities Commission	$2,500,000	Will provide engineering and design services for a 3,000 feet, 11.5-ft diameter sewer tunnel in the southeast section of San Francisco.	Regular	04/30/10
4102-06/07	Municipal Transportation Agency	$124,000	Will inspect all components and measure tolerances. If wear is within tolerance – re-use. Use standard overhaul kit to replace all items recommended by manufacturer.	Regular	12/31/07
4103-06/07	City Planning	$200,000	Will provide work relating to the Department's Better Streets Program on an as-needed basis. As planning for the Better Streets Program proceeds, staff will require specialized expertise to perform various tasks relating to design of street geometry.	Regular	***02/20/08***
4104-06/07	City Planning	$100,000	Will provide original market research on community recreational and cultural needs in the Rincon Hill and surrounding South of Market area.	Regular	09/30/07
4105-06/07	Public Works	$55,000,000	Will provide studies, conduct design & engineering activities & prepare documents as required to develop a new general acute care hospital. Will be required to prepare documents & perform construction administration.	Regular	12/31/15
4003-05/06	Airport Commission	Increase Amount $900,000 New Amount $1,200,000	Will provide arbitrage rebate consulting services as well as as-needed investment advisory services, which includes assisting, educating and advising the Airport regarding investment strategies and the use of derivatives and structuring.	Regular	12/30/10
4060-04/05	Airport Commission	Increase Amount $5,595,000 New Amount $7,570,000	Will provide financial advisory services in connection with Airport's ongoing debt issuance, debt management, and capital program, including but not limited to, financial, investment, swap, and rebate advisory services.	Regular	03/31/10

Speakers:

Pauson Yun, Public Utilities Commission spoke on PSC #4098-06/07.
Pauson Yun and Mike Iverson, Public Utilities Commission spoke on PSC #4099-06/07.
Pauson Yun and Manfred Wong, Public Utilities Commission spoke on PSC #4101-06/07.
Elson Hao, Municipal Transportation Agency spoke on PSC #4102-06/07.
Mikhael Hart, City Planning and Pam Covington, IFPTE Local 21 spoke on PSC #4103-06/07.

0102-07-8 (continued)

Mikhael Hart and Joshua Switsky, City Planning spoke on PSC #4104-06/07.
Farbod Pirouzmand, IFPTE Local 21 and Ronald Alameida, Department of Public Works spoke on PSC #4104-06/07.
Galen Leung, Airport Commission spoke on PSC #4003-05/06.

Action:

1. PSC #4100-06/07 withdrawn at the request of the Public Utilities Commission. (Vote of 4 to 0)
2. Adopt the Human Resources Director's report on PSC #4098-06/07 through 4099-06/07; 4101-06/07 through 4102-06/07 and PSC #4060-04/05. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
3. Postpone PSC 4103-06/07 to the meeting of March 5, 2007. (Vote of 5 to 0)
4. Adopt the Human Resources Director's report on PSC #4104-06/07 and 4003-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
5. Adopt the Human Resources Director's report on PSC #4105-06/07 on the condition that the Department of Public Works provide bi-annual reports to the Civil Service Commission regarding discussions between the Department of Public Works and IFPTE Local 21 to insure that the civil service classes are used to the extent feasible subject to State mandated deadlines and other regulations inacted by the Office of State-wide Health Planning and Development. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0103-07-1 **Municipal Transportation Agency's Provisional Appointment Report. (Item No. 6)**

Speakers: Candy Heurlin, Municipal Transportation Agency

Action: Adopt the report. (Vote of 5 to 0)

0104-07-1 **Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104-16 through 10.104-18. (Item No. 7)**

Speakers: None.

Action: Adopt the report. (Vote of 5 to 0)

0288-06-6 **Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (Item No. 8)**

October 16, 2006: Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21.

December 4, 2006: Postpone to the meeting of December 18, 2006 at the request of the Municipal Transportation Agency.

December 18, 2006: Postpone to the meeting of January 16, 2007. The Commission requested that the Municipal Transportation Agency submit information on all laid off employees regarding classification, pay scale, age, years in class, etc.

January 16, 2007: Postpone to the meeting of February 5, 2007 at the request of IFPTE Local 21.

February 5, 2007: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob. (Vote of 2 to 1; Commissioner Becerril dissents) Postpone to the meeting of February 20, 2007.

Note: Commissioner Wu stated that she had reviewed the tapes from the meetings of December 18, 2006 and February 5, 2007.

Speakers: Kim Holman, Municipal Transportation Agency
Jennifer Johnston, Department of Human Resources
Pamela Covington, IFPTE Local 21
James Wachob, Appellant

Action: Postpone to the meeting of March 19, 2007. The Commission directed the Municipal Transportation Agency to submit additional information to include: 1) information on all laid off employees regarding classification, pay scale, age, years in class, etc.; 2) the percentage of all employees who were adversely affected by the decision to conduct lay-offs or displacements and what percentage of these were over 40 out of the 128; 3) what percentage of all MTA employees were adversely affected by this lay-off decision and what percentage were over 40; 4) Clericals - how many received equivalent pay and the age breakdown; 5) Professionals – how many received equivalent pay and the age breakdown; and 6) the Executive Officer to oversee the information gathering. (Vote of 3 to 2; Commissioners Casper and Becerril dissent.)

0060-07-1 **Update from the Department of Human Resources on the examination program applicable to the Uniformed Ranks of the San Francisco Police Department. (Item No. 9)**

February 5, 2007: Off calendar; Schedule item for the meeting of February 20, 2007. Expand subject as follows: Update from the Department of Human Resources on the examination program applicable to the Uniformed Ranks of the San Francisco Police Department.

Speakers: Bruce Topp, Department of Human Resources
Cmdr. Sylvia Harper, San Francisco Police Department
Capt. Rich Correia, San Francisco Police Department

Action: Accept the report. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 10)

No updates.

HUMAN RESOURCES DIRECTOR'S REPORT

0105-07-1 **Department of Human Resources' Report on Provisional Appointments and Position Based Testing Program Implementation. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of March 5, 2007. (Vote of 5 to 0)

EXECUTIVE OFFICER'S REPORT

0842-06-1 **Implementation of Proposition C – Amendment to Charter Section A8.409-1 – Salary of Elected Officials – Progress Report for Fiscal Year 2007-08. (Item No. 12)**

January 2, 2007: Accept the report.

February 5, 2007: Postpone to the meeting of February 20, 2007.

Speakers: None.

Action: Postpone to the meeting of March 5, 2007. (Vote of 5 to 0)

0009-07-1 **Report on Commissioner Request: Awards Program for Police Officers Nominated for Meritorious Service. (Item No. 13)**

January 16, 2007: Postpone to the meeting of February 20, 2007

Speakers: None.

Action: Postpone to the meeting of March 5, 2007. (Vote of 5 to 0)

0840-06-1 **Fiscal Year 2007-08 Civil Service Commission Budget Request. (Item No. 14)**

January 2, 2007: Accept the report.

February 5, 2007: Accept the report. Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2007-08 Budget Request, incorporate changes, approve to submit the Fiscal Year 2007-08 Budget Request to the Mayor and the Controller by February 21, 2007. Commissioner Casper directed staff to request an increase in General Fund support for the Budget.

Speakers: None.

Action: Postpone to the meeting of March 5, 2007. (Vote of 5 to 0)

0841-06-1 **Filling the vacancy of the position of Human Resources Director – Personnel Matter. (Item No. 15)**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session. None.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) – Conference with Legal Counsel – Personnel Matter. Public Employee Appointment – Human Resources Director. **(Action Item)**

The Commission voted to hold a closed session. (Vote of 5 to 0)
Closed session convened at 4:33 p.m. with the following present:
President Thomas Ng
Vice President Alicia Becerril
Commissioner Donald Casper
Commissioner Morgan Gorrono
Commissioner Yu-Yee Wu
Kate Favetti, Executive Officer
Anita Sanchez, Assistant Executive Officer
Paul Zarefsky, Deputy City Attorney
Sandra Eng, Civil Service Commission
Gloria Sheppard, Civil Service Commission
Closed session ended at 4:44 p.m.

0841-06-1 (continued)

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item) California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

C) **Reconvened in open session at 4:44 p.m.**

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

January 2, 2007: Accept the report.

Action: Continue to the meeting of March 5, 2007. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

4:45 p.m.

Adjourned in memory of Mrs. Dorothy Casper, mother of Commissioner Donald A. Casper who passed away on February 6, 2007.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

65
4
/5/07

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

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PUBLIC LIBRARY

Regular Meeting
of
March 5, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 5, 2007

2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Thomas T. Ng
Vice President, Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of February 20, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0102-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4103-06/07	City Planning	$200,000	Will provide work relating to the Department's Better Streets Program on an as-needed basis. As planning for the Better Streets Program proceeds, staff will require specialized expertise to perform various tasks relating to design of street geometry.	Regular	04/30/08

February 20, 2007: Postpone to the meeting of March 5, 2007 at the request of IFPTE Local 21.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0138-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4106-06/07	Sheriff's Department	$125,000	Will facilitate evaluation process, develop a logic model and performance indicators, conduct the evaluation and present findings, and make recommendations to all stakeholders involved in the Community Re-entry and Violence Prevention Programs.	Regular	07/19/08
4107-06/07	Economic & Workforce Development	$125,000	Will provide bio-technology training services for low-income and low skilled individuals the contractor will work closely with the MOEWD staff to conduct the assessment and will provide a written summary of its conclusions.	Regular	12/31/08
4108-06/07	Environment	$200,000	Will provide structural improvements to San Francisco's Household Hazardous Waste Collection Facility.	Regular	02/29/08
4109-06/07	Department of Children, Youth & Their Families	$591,750	Will provide production and distribution of unitized meals to the children and youth enrolled in the 2007 Mayor's Summer Food Service Program. This program is funded through the Department of Children, Youth and Their Families.	Regular	08/17/07
4110-06/07	Airport Commission	$300,000	Will provide design, build, install, and maintain a smart-card based automatic fare collection system for taxicab Airport trip fees. Services will also include a transaction processing and customer assistance call center to resolve problems.	Regular	07/31/10

4111-06/07	Arts Commission	$900,000	Will provide Art Enrichment for the 525 Golden Gate Avenue Office Building Project; design, prepare cost estimates procure engineering, fabricate, transport, and installation of art work.	Regular	03/01/12
4112-06/07	Department of Human Resources	$600,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system.	Regular	06/30/08
4113-06/07	Department of Human Resources	$7,500,000	Will provide services for identification, acquisition, and implementation of human resources and attendance, payroll, and benefit administration software for City Department.	Regular	06/30/10
4114-06/07	Department of Tele-communications and Information Services	$200,000	Will provide pick-up, transport, store and return of computer backup tapes from the City's Datacenter at Market Plaza. Store the tapes at contractor's storage facilities in the Sacramento area and in Colorado.	Regular	12/31/09
4115-06/07	Office of Emergency Svc. & Homeland Security	$350,000	Will provide assessment and strategic planning for the completion of a comprehensive assessment of the current models SUASI counties.	Regular	12/31/07
4116-06/07	Office of Emergency Svc. & Homeland Security	$350,000	Will provide assessment and strategic planning services for the completion of a multi-discipline, multi-hazard capabilities assessment, evaluation and gap analysis of the Bay Area SUASI region's Public Information and Warning capabilities and systems.	Regular	12/31/07
4117-06/07	Office of Emergency Svc. & Homeland Security	$500,000	Will provide assessment and strategic planning services for the community based projects throughout the Bay Area that enhance the capability of individuals, families, communities, businesses, or large facilities.	Regular	12/31/07
4118-06/07	Office of Emergency Svc. & Homeland Security	$500,000	Will provide assessment and strategic planning services for the development of a volunteer management system, consistent with the State of California Disaster Services Worker program to be used in all 10 Bay Area counties.	Regular	12/31/07
4119-06/07	Office of Emergency Svc. & Homeland Security	$550,000	Will provide assessment and strategic planning services for the preparation of a multi-discipline/ multi-hazard needs assessment and evaluation of the San Francisco Bay Area regions.	Regular	12/31/07
4120-06/07	Office of Emergency Svc. & Homeland Security	$550,000	Will provide assessment and strategic planning services for the completion of a needs assessment and evaluation of the Bay Area SUASI Interoperable Communications Project.	Regular	12/31/07
4121-06/07	Office of Emergency Svc. & Homeland Security	$600,000	Will provide assessment of national citizen preparedness public education campaigns that incorporate the best practices of social marketing programs, effectiveness of various citizen preparedness programs in the Bay Area.	Regular	12/31/07
4122-06/07	Office of Emergency Svc. & Homeland Security	$600,000	Will provide assessment and strategic planning services for the development of a shelter operations tool kit consisting of policies, procedures and guidance documents that will assist individual communities, cities and communities.	Regular	12/31/07
4123-06/07	Office of Emergency Svc. & Homeland Security	$800,000	Will provide training and exercise assessment for the completion of a multi-discipline, multi-hazard Capabilities Assessment, evaluation and gap analysis of the Bay Area SUASI region's training based on local, state and federal guidelines.	Regular	12/31/07
4124-06/07	Office of Emergency Svc. & Homeland Security	$800,000	Will provide assessment and strategic planning services for the completion of a comprehensive assessment of those traditional and non-traditional health care providers within the 10 Bay Area counties and their cities.	Regular	12/31/07

4125-06/07	Office of Emergency Svc. & Homeland Security	$105,000	Will provide required pre-employment psychological evaluations and provide written summary and assessment reports for all selected candidates as part of their final selection process for entry positions in the Dept. of Emergency Management's Division.	Regular	03/15/10
4126-06/07	Office of Emergency Svc. & Homeland Security	$1,300,000	Will provide assessment and strategic planning services for the planning support for each of the 10 Bay Area Operational Areas and California OES Region II to complete Bay Area Super Urban Area Security Initiative regional planning projects.	Regular	12/31/07
4127-06/07	Public Works	$1,500,000	Will provide specialized, critical, and urgent project control tasks that include cost estimating, scheduling and claim analysis for various types of complex and unique public works projects in the form of third party peer reviews to validate these tasks.	Regular	04/30/10
4128-06/07	Municipal Transportation Agency	$300,000	Will provide comprehensive environmental review of San Francisco Bicycle Plan Update to satisfy requirements to Superior Court injunction and California Environmental Quality Act (CEQA).	Regular	02/28/09
4023-98/99	Airport Commission	Increase Amount $900,000 New Amount $1,760,000	Will provide bond trustee services, including payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds.	Regular	03/31/12
4107-97/98	Public Works	Increase Amount $800,000 New Amount $6,245,811	Will provide construction support services during construction phase of seismic retrofitting and rehabilitation of the 4th St. Bridge. Work includes project coordination, responding to Requests for Information, review of working drawings submittals.	Regular	07/31/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Determination of future employability: provisional appointment of David Rollins, Cement Mason (Job Code 7311) Department of Public Works. (File No. 0744-06-7) - Action Item

February 5, 2007: Postpone to the meeting of March 5, 2007 at the request of the Cement Masons Local Union 300.

Recommendation: Postpone to the meeting of March 19, 2007 at the request of the Cement Masons Local Union 300.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(8) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

HUMAN RESOURCES DIRECTOR'S REPORT

(9) Department of Human Resources' Report on Provisional Appointments and Position Based Testing Program Implementation. (File No. 0105-07-1) – Action Item

February 20, 2007: Postpone to the meeting of March 5, 2007.

Recommendation: Accept and file the report.

EXECUTIVE OFFICER'S REPORT

(10) Implementation of Proposition C – Amendment to Charter Section A8.409-1 – Salary of Elected Officials – Progress Report for Fiscal Year 2007-08. (File No. 0842-06-1) – Action Item

January 2, 2007: Accept the report.

February 5, 2007: Postpone to the meeting of February 20, 2007.

February 20, 2007: Postpone to the meeting of March 5, 2007.

Recommendation: Accept the report.

(11) Report on Commissioner Request: Awards Program for Police Officers Nominated for Meritorious Service. (File No. 0009-07-1) – Discussion Item

January 16, 2007: Postpone to the meeting of February 20, 2007

February 20, 2007: Postpone to the meeting of March 5, 2007.

Recommendation: Open for discussion.

(12) Fiscal Year 2007-08 Civil Service Commission Budget Request. (File No. 0840-06-1) – Action Item

January 2, 2007: Accept the report.

February 5, 2007: Accept the report. Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2007-08 Budget Request, incorporate changes, approve to submit the Fiscal Year 2007-08 Budget Request to the Mayor and the Controller by February 21, 2007. Commissioner Casper directed staff to request an increase in General Fund support for the Budget.

February 20, 2007: Postpone to the meeting of March 5, 2007.

Recommendation: Approve Fiscal Year 2007-08 Budget Request and submit to the Mayor and the Controller by February 21, 2007.

(13) Filling the vacancy of the position of Human Resources Director – Personnel Matter. (File No. 0841-06-1) – Discussion and Possible Action

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) – Conference with Legal Counsel – Personnel Matter. Public Employee Appointment – Human Resources Director. **(Action Item)**

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item) California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

C) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

January 2, 2007: Accept the report.

February 20, 2007: Accept the report.

Recommendation: Open for discussion.

(14) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(15) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(16) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
March 5, 2007

DOCUMENTS DEPT.
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PUBLIC LIBRARY

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Thomas T. Ng	Present
Vice President, Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Yu-Yee Wu	Not Present

President Thomas Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Farbod Pirouzmand, IFPTE Local 21 requested to sever PSC #4127-06/07 and Pamela Covington, IFPTE Local 21 requested to sever PSC #4103-06/07.

APPROVAL OF MINUTES

Regular Meeting of February 20, 2007

Action: Approve. (Vote of 4 to 0)

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0102-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4103-06/07	City Planning	$200,000	Will provide work relating to the Department's Better Streets Program on an as-needed basis. As planning for the Better Streets Program proceeds, staff will require specialized expertise to perform various tasks relating to design of street geometry.	Regular	04/30/08

February 20, 2007: Postpone to the meeting of March 5, 2007 at the request of IFPTE Local 21.

Speakers: Pamela Covington, IFPTE Local 21
Elaine Forbes, City Planning
Adam Barrett, City Planning
Peg Divine, Department of Public Works

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1; Commissioner Gorrono dissents.)

0138-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4106-06/07	Sheriff's Department	$125,000	Will facilitate evaluation process, develop a logic model and performance indicators, conduct the evaluation and present findings, and make recommendations to all stakeholders involved in the Community Re-entry and Violence Prevention Programs.	Regular	07/19/08
4107-06/07	Economic & Workforce Development	$125,000	Will provide bio-technology training services for low-income and low skilled individuals the contractor will work closely with the MOEWD staff to conduct the assessment and will provide a written summary of its conclusions.	Regular	12/31/08
4108-06/07	Environment	$200,000	Will provide structural improvements to San Francisco's Household Hazardous Waste Collection Facility.	Regular	02/29/08
4109-06/07	Department of Children, Youth & Their Families	$591,750	Will provide production and distribution of unitized meals to the children and youth enrolled in the 2007 Mayor's Summer Food Service Program. This program is funded through the Department of Children, Youth and Their Families.	Regular	08/17/07
4110-06/07	Airport Commission	$300,000	Will provide design, build, install, and maintain a smart-card based automatic fare collection system for taxicab Airport trip fees. Services will also include a transaction processing and customer assistance call center to resolve problems.	Regular	07/31/10
4111-06/07	Arts Commission	$900,000	Will provide Art Enrichment for the 525 Golden Gate Avenue Office Building Project; design, prepare cost estimates procure engineering, fabricate, transport, and installation of art work.	Regular	03/01/12
4112-06/07	Department of Human Resources	$600,000	Will provide computer software, licensing, and software support for proprietary workers' compensation claims management system.	Regular	06/30/08

4113-06/07 *Over to 3/19/07*	Department of Human Resources	$7,500,000	Will provide services for identification, acquisition, and implementation of human resources and attendance, payroll, and benefit administration software for City Department.	Regular	06/30/10
4114-06/07 *Over to 3/19/07*	Department of Tele-communications and Information Services	$200,000	Will provide pick-up, transport, store and return of computer backup tapes from the City's Datacenter at Market Plaza. Store the tapes at contractor's storage facilities in the Sacramento area and in Colorado.	Regular	12/31/09
4115-06/07	Office of Emergency Svc. & Homeland Security	$350,000	Will provide assessment and strategic planning for the completion of a comprehensive assessment of the current models SUASI counties.	Regular	12/31/07
4116-06/07	Office of Emergency Svc. & Homeland Security	$350,000	Will provide assessment and strategic planning services for the completion of a multi-discipline, multi-hazard capabilities assessment, evaluation and gap analysis of the Bay Area SUASI region's Public Information and Warning capabilities and systems.	Regular	12/31/07
4117-06/07	Office of Emergency Svc. & Homeland Security	$500,000	Will provide assessment and strategic planning services for the community based projects throughout the Bay Area that enhance the capability of individuals, families, communities, businesses, or large facilities.	Regular	12/31/07
4118-06/07	Office of Emergency Svc. & Homeland Security	$500,000	Will provide assessment and strategic planning services for the development of a volunteer management system, consistent with the State of California Disaster Services Worker program to be used in all 10 Bay Area counties.	Regular	12/31/07
4119-06/07	Office of Emergency Svc. & Homeland Security	$550,000	Will provide assessment and strategic planning services for the preparation of a multi-discipline/ multi-hazard needs assessment and evaluation of the San Francisco Bay Area regions.	Regular	12/31/07
4120-06/07	Office of Emergency Svc. & Homeland Security	$550,000	Will provide assessment and strategic planning services for the completion of a needs assessment and evaluation of the Bay Area SUASI Interoperable Communications Project.	Regular	12/31/07
4121-06/07	Office of Emergency Svc. & Homeland Security	$600,000	Will provide assessment of national citizen preparedness public education campaigns that incorporate the best practices of social marketing programs, effectiveness of various citizen preparedness programs in the Bay Area.	Regular	12/31/07
4122-06/07	Office of Emergency Svc. & Homeland Security	$600,000	Will provide assessment and strategic planning services for the development of a shelter operations tool kit consisting of policies, procedures and guidance documents that will assist individual communities, cities and communities.	Regular	12/31/07
4123-06/07	Office of Emergency Svc. & Homeland Security	$800,000	Will provide training and exercise assessment for the completion of a multi-discipline, multi-hazard Capabilities Assessment, evaluation and gap analysis of the Bay Area SUASI region's training based on local, state and federal guidelines.	Regular	12/31/07
4124-06/07	Office of Emergency Svc. & Homeland Security	$800,000	Will provide assessment and strategic planning services for the completion of a comprehensive assessment of those traditional and non-traditional health care providers within the 10 Bay Area counties and their cities.	Regular	12/31/07
4125-06/07	Office of Emergency Svc. & Homeland Security	$105,000	Will provide required pre-employment psychological evaluations and provide written summary and assessment reports for all selected candidates as part of their final selection process for entry positions in the Dept. of Emergency Management's Division.	Regular	03/15/10

4126-06/07	Office of Emergency Svc. & Homeland Security	$1,300,000	Will provide assessment and strategic planning services for the planning support for each of the 10 Bay Area Operational Areas and California OES Region II to complete Bay Area Super Urban Area Security Initiative regional planning projects.	Regular	12/31/07
4127-06/07 *Over to 3/19/07*	Public Works	$1,500,000	Will provide specialized, critical, and urgent project control tasks that include cost estimating, scheduling and claim analysis for various types of complex and unique public works projects in the form of third party peer reviews to validate these tasks.	Regular	04/30/10
4128-06/07	Municipal Transportation Agency	$300,000	Will provide comprehensive environmental review of San Francisco Bicycle Plan Update to satisfy requirements to Superior Court injunction and California Environmental Quality Act (CEQA).	Regular	02/28/09
4023-98/99	Airport Commission	Increase Amount $900,000 New Amount $1,760,000	Will provide bond trustee services, including payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds.	Regular	03/31/12
4107-97/98	Public Works	Increase Amount $800,000 New Amount $6,245,811	Will provide construction support services during construction phase of seismic retrofitting and rehabilitation of the 4th St. Bridge. Work includes project coordination, responding to Requests for Information, review of working drawings submittals.	Regular	07/31/08

Speakers:

Jean Mariani, Office of the Sheriff spoke on PSC #4106-06/07.
Amy Wallace, Mayor's Office of Economic & Workforce Development spoke on PSC #4107-06/07.
David Assman, Department of the Environment spoke on PSC #4108-06/07.
Libby Albert and Artina Lim, Department of Children, Youth and Their Families spoke on PSC #4109-06/07.
Jill Manton, Arts Commission spoke on PSC #4111-06/07.
Vicki Hennessy and Richard Shortall, Department of Emergency Management spoke on PSC #4115-06/07 through 4124-06/07 and 4126-06/07.
Vicki Hennessy, Department of Emergency Management spoke on PSC #4125-06/07.
Farbod Pirouzmand, IFPTE Local 21 and Pansy Lam, Department of Public Works spoke on PSC #4127-06/07.
Oliver Gajda, Municipal Transportation Agency spoke on PSC #4128-06/07.
Galen Leung and Kevin Kone, Airport Commission spoke on PSC #4023-98/99.

0138-07-8 (continued)

Action:

(1) Postpone PSC #4113-06/07 to the meeting of March 19, 2007 at the request of the Department of Human Resources. (Vote of 4 to 0)
(2) Postpone PSC #4114-06/07 to the meeting of March 19, 2007 at the request of the Department of Telecommunications and Information Services. (Vote of 4 to 0)
(3) Postpone PSC #4127-06/07 to the meeting of March 19, 2007 at the request of IFPTE Local 21 and the Department of Public Works. (Vote of 4 to 0)
(4) Adopt the Human Resources Director's report on PSC 4107-06/07 and 4111-06/07 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
(5) Adopt the Human Resources Director's report on PSC 4108-06/07. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1; Commissioner Gorrono dissents.)
(6) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

Note:

Commissioner Casper stated: "By its request for Civil Service Commission approval of PSC No. 4109-06/07, the Department of Children, Youth and Their Families (DCYF) seeks to contract with the San Francisco Unified School District (SFUSD) for the production and distribution of unitized meals to children and youth who will be enrolled in the 2007 Mayor's Summer Food Service Program. Civil Service classifications are adequate to the task. The relevant classes include 2654 Cook, 2650 Assistant Cook, 2618 Food Service Supervisor, and 2604 Food Service Worker. DCYF does not, however, employ any person in any such classification. SFUSD, with its network of cafeterias, does employ persons in these or analogous classifications. Hence the proposal by DCYF to contract with SFUSD for this service.

I vote to approve DCYF's request only for the purpose of facilitating the contract. In my opinion, it is not necessary that DCYF seek this commission's approval of this contract. The Civil Service Commission's jurisdiction to review, and to approve or deny, requests for personal services contracts does not arise simply because the proposed services are to be rendered by a person or entity other than the municipal corporation known as the City and County of San Francisco. The reason for this commission's jurisdiction over "contracting out" is the "implicit necessity for protecting the policy of the organic civil service mandate against dissolution and destruction." (California State Employees' Assn. v. Williams (1970) 7 Cal.App.3d 390, 397).

Since 1926, SFUSD has been a government entity distinct from the municipal corporation known as the City and County of San Francisco. (Cal. Const., Art. IX, 14.) The separation has never been a total one, however. Under section 45318 of the Education Code, all non-certificated employees of SFUSD are "subject to, and have all the rights granted by," the merit system of employment established in the municipal corporation's Charter.

0138-07-8 (continued)

The services to be performed under PSC 4109-06/07 will be performed by SFUSD employees who are at the same time members of the City's civil service. The civil service mandate of the City Charter will not be diluted or in any way endangered. Therefore, it is not necessary that the Civil Service Commission apply either of the tests, whether the nature-of-the-services test or the functional test, for determining the propriety of contracting out work to persons or entities not part of the City's merit system. This contract is in the nature of an interdepartmental work order, which this commission has no jurisdiction to review."

0744-06-7 **Determination of future employability: provisional appointment of David Rollins, Cement Mason (Job Code 7311) Department of Public Works. (Item No. 7)**

February 5, 2007: Postpone to the meeting of March 5, 2007 at the request of the Cement Masons Local Union 300.

Speakers: None.

Action: Postpone to the meeting of March 19, 2007 at the request of the Cement Masons Local Union 300. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 8)

No updates.

HUMAN RESOURCES DIRECTOR'S REPORT

0105-07-1 **Department of Human Resources' Report on Provisional Appointments and Position Based Testing Program Implementation. (Item No. 9)**

February 20, 2007: Postpone to the meeting of March 5, 2007.

Speakers: Robert Pritchard, Acting Deputy Director-RAS

Action: Accept and file the report. (Vote of 4 to 0)

EXECUTIVE OFFICER'S REPORT

0842-06-1 **Implementation of Proposition C – Amendment to Charter Section A8.409-1 – Salary of Elected Officials – Progress Report for Fiscal Year 2007-08. (Item No. 10)**

January 2, 2007: Accept the report.

February 5, 2007: Postpone to the meeting of February 20, 2007.

February 20, 2007: Postpone to the meeting of March 5, 2007.

Speakers: Sandra Eng, Civil Service Commission

Action: Accept the report. (Vote of 4 to 0)

0009-07-1 **Report on Commissioner Request: Awards Program for Police Officers Nominated for Meritorious Service. (Item No. 11)**

January 16, 2007: Postpone to the meeting of February 20, 2007

February 20, 2007: Postpone to the meeting of March 5, 2007.

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 4 to 0)

0840-06-1 **Fiscal Year 2007-08 Civil Service Commission Budget Request. (Item No. 12)**

January 2, 2007: Accept the report.

February 5, 2007: Accept the report. Direct Commission staff to continue to negotiate amounts, finalize the Fiscal Year 2007-08 Budget Request, incorporate changes, approve to submit the Fiscal Year 2007-08 Budget Request to the Mayor and the Controller by February 21, 2007. Commissioner Casper directed staff to request an increase in General Fund support for the Budget.

February 20, 2007: Postpone to the meeting of March 5, 2007.

Speakers: Kate Favetti, Executive Officer

Action: Approve budget. (Vote of 4 to 0)

0841-06-1 **Filling the vacancy of the position of Human Resources Director – Personnel Matter. (Item No. 13)**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session. None.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) – Personnel Matter. Public Employee Appointment – Human Resources Director. **(Action Item)**
The Commission voted to hold a closed session. (Vote of 4 to 0)
Closed session convened at 4:35 p.m. with the following present:
President Thomas Ng
Vice President Alicia Becerril
Commissioner Donald Casper
Commissioner Morgan Gorrono
Kate Favetti, Executive Officer
Paul Zarefsky, Deputy City Attorney
Sandra Eng, Civil Service Commission
Gloria Sheppard, Civil Service Commission

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

Closed session ended at 4:55 p.m.

C) **Reconvened in open session at 4:55 p.m.:**

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

January 2, 2007: Accept the report.

February 20, 2007: Accept the report.

Action: Postpone to the meeting of March 19, 2007. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

4:55 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

Amended

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

City Hall – Room 82
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Note: The Agenda for each meeting listed below is the same.

Thursday	March 8, 2007	9 a.m. – 1:30 p.m.*	Room 82
Friday	March 9, 2007	9 a.m. – 1:30 p.m.*	Room 82
Friday	March 16, 2007	3:30 p.m. – 5:00 p.m.*	Room 82

** Meeting end time approximate.*

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0841-06-1) (ACTION ITEM)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Recommendation: Open for Discussion.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

B) Disclosure of action taken in closed session. (California Government Code Section 54957.1(a)(5); San Francisco Administrative Code Section 67.12(b)(4))

V. Adjournment

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted March 2, 2007
and Posted March 6, 2007

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Civil Service Commission

March 08, 2007 - Special Closed Session

Minutes of Special Meeting – Closed Session

Thursday, March 8, 2007
9:00 a.m.

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I. The Special Meeting was called to order at 9:07 a.m.

Present: President Thomas T. Ng
Commissioner Morgan R. Gorrono
Commissioner Yu-Yee Wu

Not Present: Vice President Alicia D. Becerril
Commissioner Donald A. Casper

President Thomas T. Ng presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to conduct a closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0841-07-1)(ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 9:09 a.m. in City Hall, Room 82 and the following were present:

President Thomas T. Ng

Morgan R. Gorrono, Commissioner

Yu-Yee Wu, Commissioner

Kate Favetti, Executive Officer, CSC

Closed Session ended at 11:26 a.m.

IV. Reconvened in open session at 11:26 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 3 to 0)

V. Adjournment

11:26 a.m.

Civil Service Commission

March 09, 2007 - Special Closed Session

Minutes of Special Meeting – Closed Session

Friday, March 9, 2007
9:00 a.m.

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I. The Special Meeting was called to order at 9:10 a.m.

Present: President Thomas T. Ng
Vice President Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Yu-Yee Wu

Not Present: Commissioner Morgan R. Gorrono

President Thomas T. Ng presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to conduct a closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0841-06-1) (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 9:12 a.m. in City Hall, Room 82 and the following were present:

President Thomas T. Ng

Vice President Alicia D. Becerril

Donald A. Casper, Commissioner

Yu-Yee Wu, Commissioner

Kate Favetti, Executive Officer, CSC

Closed Session ended at 12:01 p.m.

IV. Reconvened in open session at 12:01 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 3 to 0)

12:01 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

March 16, 2007

NOTICE OF CANCELLED MEETING

Today's Special Meeting for 3:30 p.m. in Room 82 at City Hall has been cancelled. If you need additional information, you may call us at 415-252-3247.

Respectfully Submitted,

KATE FAVETTI
Executive Officer

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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MORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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AGENDA

Regular Meeting
of
March 19, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 19, 2007

2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Thomas T. Ng
Vice President, Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of March 5, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0138-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-06/07	Department of Human Resources	$7,500,000	Will provide services for identification, acquisition, and implementation of human resources and attendance, payroll, and benefit administration software for City Department.	Regular	06/30/10
4114-06/07	Department of Tele-communications and Information Services	$200,000	Will provide pick-up, transport, store and return of computer backup tapes from the City's Datacenter at Market Plaza. Store the tapes at contractor's storage facilities in the Sacramento area and in Colorado.	Regular	12/31/09
4127-06/07	Public Works	$1,500,000	Will provide specialized, critical, and urgent project control tasks that include cost estimating, scheduling and claim analysis for various types of complex and unique public works projects in the form of third party peer reviews to validate these tasks.	Regular	04/30/10

March 5, 2007:

(1) Postpone PSC #4113-06/07 to the meeting of March 19, 2007 at the request of the Department of Human Resources.
(2) Postpone PSC #4114-06/07 to the meeting of March 19, 2007 at the request of the Department of Telecommunications and Information Services.
(3) Postpone PSC #4127-06/07 to the meeting of March 19, 2007 at the request of IFPTE Local 21 and the Department of Public Works.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0169-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4129-06/07	Airport Commission	$525,000	Will provide conversion of Chiller to Non-Ozone-Depleting Refrigerant & As-Needed Repairs.	Regular	12/31/07
4106-03/04	Public Utilities Commission	Increase Amount $625,000 New Amount $1,000,000	Will perform professional engineering work in the field of water treatment and operations at the Harry Tracy Water Treatment Plant (HTWTP). Work will include design, construction support, and the performance testing phase.	Regular	04/01/10
4064-05/06	Public Works	Increase Amount $1,025,000 New Amount $1,625,000	Will provide expert specialized support to City staff for the development of a Justice Facilities Improvement Program to improve or replace the SF Hall of Justice.	Regular	08/01/06

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request by the Lawyers' Committee for Civil Rights of the San Francisco Bay Area ("Lawyers' Committee") to stay promotions at the San Francisco Fire Department in Class H – 30 Captain in order to investigate allegations of irregularities in the examination process, administration and scoring that violates Civil Service Commission Rules. (File No. 0150-07-4) – Discussion and Possible Action

Recommendation: Open for discussion.

(8) Appeal by Alvin Johnson of the Position Based Testing job announcement for Customer Service Manager (PBT-0932-053385) and Project Director (1070JUS6). (File No. 0140-07-4) - Action Item

Recommendation: Open for discussion.

(9) Appeal by Alvin Johnson of the Position Based Testing job announcement for Network Architect (PBT-0933-053426). (File No. 0162-07-4) - Action Item

Recommendation: Open for discussion.

(10) Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (File No. 0288-06-6) – Action Item

October 16, 2006:	Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21.
December 4, 2006:	Postpone to the meeting of December 18, 2006 at the request of the Municipal Transportation Agency.
December 18, 2006:	Postpone to the meeting of January 16, 2007. The Commission requested that the Municipal Transportation Agency submit information on all laid off employees regarding classification, pay scale, age, years in class, etc.
January 16, 2007:	Postpone to the meeting of February 5, 2007 at the request of IFPTE Local 21.
February 5, 2007:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob. (Vote of 2 to 1; Commissioner Becerril dissents) Postpone to the meeting of February 20, 2007.
February 20, 2007:	Postpone to the meeting of March 19, 2007. The Commission directed the Municipal Transportation Agency to submit additional information to include: 1) information on all laid off employees regarding classification, pay scale, age, years in class, etc.; 2) the percentage of all employees who were adversely affected by the decision to conduct lay-offs or displacements and what percentage of these were over 40 out of the 128; 3) what percentage of all MTA employees were adversely affected by this lay-off decision and what percentage were over 40; 4) Clericals - how many received equivalent pay and the age breakdown; 5) Professionals – how many received equivalent pay and the age breakdown; and 6) the Executive Officer to oversee the information gathering. (Vote of 3 to 2; Commissioners Casper and Becerril dissent.)
Recommendation of the Human Resources Director and Director of Transportation:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob.

(11) Appeal by Linda Migliore of the Human Resources Director's finding of insufficient evidence to sustain the charge of discrimination. (File No. 0835-06-6) - Action Item

Recommendation of the Human Resources Director:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Linda Migliore.

(12) Appeal by Alfred Yee-Pun Lam of the Human Resources Director's decision to deny complaint of discrimination. (File No. 0822-06-6) - Action Item

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Alfred Yee-Pun Lam.

(13) Appeal by Gregory Martin of the Human Resources Director's decision to administratively close his EEO complaint. (File No. 0717-06-6) - Action Item

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Gregory Martin.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) Determination of future employability: provisional appointment of David Rollins, Cement Mason (Job Code 7311) Department of Public Works. (File No. 0744-06-7) - Action Item

February 5, 2007: Postpone to the meeting of March 5, 2007 at the request of the Cement Masons Local Union 300.

March 5, 2007: Postpone to the meeting of March 19, 2007 at the request of the Cement Masons Local Union 300.

Recommendation of the Department of Public Works and the Human Resources Director: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Department of Public Works.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(15) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(16) **Filling the vacancy of the position of Human Resources Director – Personnel Matter. (File No. 0841-06-1) – Discussion and Possible Action**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Human Resources Director. **(Action Item)**

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item) California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

C) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)

2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

January 2, 2007:	Accept the report.
February 20, 2007:	Accept the report.
March 5, 2007:	Postpone to the meeting of March 19, 2007.
Recommendation:	Open for discussion.

(17) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(18) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(19) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5
19/07

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
March 19, 2007

DOCUMENTS DEPT
MAR 27
SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Thomas T. Ng	Present
Vice President, Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Yu-Yee Wu	Present

President Thomas Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Michael DeLane, San Francisco Fire Department offered condolences to Commissioner Casper in the passing of his father, former Fire Chief Andrew Casper.

APPROVAL OF MINUTES

Regular Meeting of March 5, 2007

Note: Commissioner Wu recused from voting. (Vote of 5 to 0)

Action: Approve. (Vote of 4 to 1)

0138-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-06/07	Department of Human Resources	$7,500,000	Will provide services for identification, acquisition, and implementation of human resources and attendance, payroll, and benefit administration software for City Department.	Regular	06/30/10
4114-06/07	Department of Tele-communications and Information Services	$200,000	Will provide pick-up, transport, store and return of computer backup tapes from the City's Datacenter at Market Plaza. Store the tapes at contractor's storage facilities in the Sacramento area and in Colorado.	Regular	12/31/09
4127-06/07	Public Works	$1,500,000	Will provide specialized, critical, and urgent project control tasks that include cost estimating, scheduling and claim analysis for various types of complex and unique public works projects in the form of third party peer reviews to validate these tasks.	Regular	04/30/10

March 5, 2007:

(1) Postpone PSC #4113-06/07 to the meeting of March 19, 2007 at the request of the Department of Human Resources.
(2) Postpone PSC #4114-06/07 to the meeting of March 19, 2007 at the request of the Department of Telecommunications and Information Services.
(3) Postpone PSC #4127-06/07 to the meeting of March 19, 2007 at the request of IFPTE Local 21 and the Department of Public Works.

Speakers:

Patti Martin and Linda Lee, Department of Human Resources and Charles Thompson, Department of Telecommunications & Information Services spoke on PSC #4113-06/07.
Nancy Hastings, Department of Telecommunications & Information Services spoke on PSC #4114-06/07.
James Chia, Department of Public Works and Farbod Pirouzmand, IFPTE Local 21 spoke on PSC #4127-06/07.

Action:

Adopt the Human Resources Director's report on PSC #4127-06/07 on the condition that the Department of Public Works report to the Commission bi-annually on the use of civil service personnel and progress of the Bureau of Construction Management to create a cost estimate unit. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
Adopt the Human Resources Director's report on PSC #4113-06/07 and 4114-06/07. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0169-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4129-06/07 *Withdrawn*	Airport Commission	$525,000	Will provide conversion of Chiller to Non-Ozone-Depleting Refrigerant & As-Needed Repairs.	Regular	12/31/07
4106-03/04	Public Utilities Commission	Increase Amount $625,000 New Amount $1,000,000	Will perform professional engineering work in the field of water treatment and operations at the Harry Tracy Water Treatment Plant (HTWTP). Work will include design, construction support, and the performance testing phase.	Regular	04/01/10
4064-05/06	Public Works	Increase Amount $1,025,000 New Amount $1,625,000	Will provide expert specialized support to City staff for the development of a Justice Facilities Improvement Program to improve or replace the SF Hall of Justice.	Regular	*08/01/09*

Speakers: Pauson Yun and Calvin Huey, Public Utilities Commission spoke on PSC #4106-03/04.
Mark Dorian, Department of Public Works spoke on PSC #4064-05/06.

Action: PSC #4129-06/07 withdrawn at the request of the Airport Commission. (Vote of 5 to 0)
Adopt the Human Resources Director's report on PSC #4106-03/04 and PSC #4064-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0150-07-4 **Request by the Lawyers' Committee for Civil Rights of the San Francisco Bay Area ("Lawyers' Committee") to stay promotions at the San Francisco Fire Department in Class H – 30 Captain in order to investigate allegations of irregularities in the examination process, administration and scoring that violates Civil Service Commission Rules. (Item No. 7)**

Speakers: Diana Tate, Lawyers' Committee for Civil Rights
Kevin Smith, San Francisco Black Firefighters Association
Bruce Topp, Department of Human Resources
John Hanley, President Firefighters Local 798
Mike DeLane, San Francisco Black Firefighters Association
Gideon Price, H – 2 Firefighter

Action: Postpone to the meeting of May 7, 2007 after 5:00 p.m. The Commission directed the Department of Human Resources to provide the Commission its responses to all H – 30 Captain exam protests, for the Black Firefighters Association to provide supporting documents that substantiate their allegations and that the Department of Human Resources refrain from making decisions on promotions until this matter is heard by the Civil Service Commission. (Vote of 3 to 2; Commissioners Becerril and Casper dissent.)

0140-07-4 **Appeal by Alvin Johnson of the Position Based Testing job announcement for Customer Service Manager (PBT-0932-053385) and Project Director (1070JUS6). (Item No. 8)**

Speakers: Karen Taylor, Department of Human Resources
Alvin Johnson, Appellant

Action: Deny the appeal by Alvin Johnson based on untimeliness. (Vote of 5 to 0)

0162-07-4 **Appeal by Alvin Johnson of the Position Based Testing job announcement for Network Architect (PBT-0933-053426). (Item No. 9)**

Speakers: Karen Taylor, Department of Human Resources
John Marquez, Department of Telecommunications & Information Services
Alvin Johnson, Appellant

Action: Deny the appeal by Alvin Johnson as the Department of Human Resources and Department of Telecommunications and Information Services demonstrated the need for the job requirement. (Vote of 5 to 0)

0288-06-6 **Appeal by James Wachob of the Human Resources Director's finding of insufficient evidence to sustain a charge of disparate treatment and discrimination. (Item No. 10)**

October 16, 2006: Postpone to the meeting of December 4, 2006 at the request of IFPTE Local 21.

December 4, 2006: Postpone to the meeting of December 18, 2006 at the request of the Municipal Transportation Agency.

December 18, 2006: Postpone to the meeting of January 16, 2007. The Commission requested that the Municipal Transportation Agency submit information on all laid off employees regarding classification, pay scale, age, years in class, etc.

January 16, 2007: Postpone to the meeting of February 5, 2007 at the request of IFPTE Local 21.

February 5, 2007: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob. (Vote of 2 to 1; Commissioner Becerril dissents) Postpone to the meeting of February 20, 2007.

0288-06-6 (continued)

February 20, 2007: Postpone to the meeting of March 19, 2007. The Commission directed the Municipal Transportation Agency to submit additional information to include: 1) information on all laid off employees regarding classification, pay scale, age, years in class, etc.; 2) the percentage of all employees who were adversely affected by the decision to conduct lay-offs or displacements and what percentage of these were over 40 out of the 128; 3) what percentage of all MTA employees were adversely affected by this lay-off decision and what percentage were over 40; 4) Clericals - how many received equivalent pay and the age breakdown; 5) Professionals – how many received equivalent pay and the age breakdown; and 6) the Executive Officer to oversee the information gathering. (Vote of 3 to 2; Commissioners Casper and Becerril dissent.)

Speakers: Kerry Ko, Department of Human Resources
Kim Holman, Municipal Transportation Agency
Pam Covington, IFPTE Local 21
Jim Wachob, Appellant

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Wachob. (Vote of 4 to 1; Commissioner Becerril dissents.)

0835-06-6 **Appeal by Linda Migliore of the Human Resources Director's finding of insufficient evidence to sustain the charge of discrimination. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of April 16, 2007 at the request of Matthew Ming, Attorney. (Vote of 5 to 0)

0822-06-6 **Appeal by Alfred Yee-Pun Lam of the Human Resources Director's decision to deny complaint of discrimination. (Item No. 12)**

Speakers: None.

Action: Postpone to the meeting of April 16, 2007 at the request of Alfred Lam. (Vote of 5 to 0)

0717-06-6 **Appeal by Gregory Martin of the Human Resources Director's decision to administratively close his EEO complaint. (Item No. 13)**

Speakers: None.

Action: Postpone to the meeting of April 2, 2007 at the request of Gregory Martin. (Vote of 5 to 0)

0744-06-7 **Determination of future employability: provisional appointment of David Rollins, Cement Mason (Job Code 7311) Department of Public Works. (Item No. 14)**

February 5, 2007: Postpone to the meeting of March 5, 2007 at the request of the Cement Masons Local Union 300.

March 5, 2007: Postpone to the meeting of March 19, 2007 at the request of the Cement Masons Local Union 300.

Speakers: Tammy Wong, Department of Public Works
Paul Sacamano, Department of Public Works
Conchita Lozano-Batista, Cement Masons Local 300
David Rollins, Appellant

Action: No future employment with the Department of Public Works. (Vote of 4 to 1; Commissioner Casper dissents.)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 15)

Acting Human Resources Director Ted Yamasaki announced that he will be leaving the City to pursue his career as Human Resources Director at California State University, San Francisco. He thanked the Commission for their support throughout the years. The Commission extended congratulatory words and wished Mr. Yamasaki well.

EXECUTIVE OFFICER'S REPORT

0841-06-1 **Filling the vacancy of the position of Human Resources Director – Personnel Matter. (Item No. 16)**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session. None.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Human Resources Director. **(Action Item)** The Commission voted to hold a closed session. (Vote of 5 to 0)

0841-06-1 (continued)

Closed session convened at 6:38p.m. with the following present:
President Thomas Ng
Vice President Alicia Becerril
Commissioner Donald Casper
Commissioner Morgan Gorrono
Commissioner Yu-Yee Wu
Kate Favetti, Executive Officer
Paul Zarefsky, Deputy City Attorney
Anita Sanchez, Assistant Executive Officer
Gloria Sheppard, Civil Service Commission

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)
Closed session ended at 6:55p.m.

C) **Reconvened in open session at 6:55p.m.:**
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).
The Commission voted to disclose that the announcement would be reissued in order to insure that all qualified applicants have the opportunity to apply. (Vote of 5 to 0)

January 2, 2007:	Accept the report.
February 20, 2007:	Accept the report.
March 5, 2007:	Postpone to the meeting of March 19, 2007.
Action:	Amend and reissue the Human Resources Director's job announcement. (Vote 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

6:56 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

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2/07

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 2, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

SEPARATION AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 2, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Thomas T. Ng
Vice President, Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of March 19, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0227-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-07/08	Sheriff	$250,000	Will provide electronic home detention and monitoring services for inmates who qualify for home detention as an alternative to jail incarceration.	Annual	06/30/08
1001-07/08	Child Support Services	$50,000	Will provide genetic, paternity testing in child support cases for the City & County of San Francisco Department of Child Support Services.	Annual	06/30/08
1002-07/08	Child Support Services	$50,000	Will provide legal processing services; tracking, filing, services of summons, and research for the City & County of San Francisco Department of Child Support Services.	Annual	06/30/08
1003-07/08	Airport Commission	$220,000	Will provide Sam Trans Owl Bus Service between SFO and San Francisco to the north and Palo Alto to the south.	Annual	06/30/08
1004-07/08	Arts Commission	$1,498,387	Will provide free concert at the San Francisco Davies Symphony Hall in the park. This will be the 56th annual for Summer POPS concert.	Annual	03/31/08
1005-07/08	Fire Department	$50,000	Will provide fire facilities appliance maintenance and repair of dishwashers, garbage disposals and related controls at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hour/seven days per week.	Annual	06/30/08
1006-07/08	Fire Department	$50,000	Will provide fire facilities appliance maintenance and repair of stoves, ovens, refrigerators and related controls at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours/seven days per week.	Annual	06/30/08
1007-07/08	Fire Department	$50,000	Will provide maintenance and repair of all fire department gas powered tools as necessary.	Annual	06/30/08
2000-06/07	Human Services Agency	$3,512,000	Will provide case management and senior empowerment to functionally impaired seniors, adults with disabilities and their families.	Continuing	06/30/11
2001-06/07	Human Services Agency	$6,085,211	Will provide community services, elder abuse prevention and emergency services to the target population of seniors, and adults with disabilities.	Continuing	06/30/11
2002-06/07	Human Services Agency	$2,035,500	Will provide legal and naturalization assistance for seniors and disabled adults.	Continuing	06/30/11
2003-06/07	Human Services Agency	$766,171	Will provide adult day care services including Alzheimer's services for seniors.	Continuing	06/30/11
4130-06/07	Environment	$900,000	Will provide pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation and reporting.	Regular	06/30/11

4131-06/07	Environment	$84,090	Will provide air quality/diesel pollution research and analysis in the City's Southeast area, focusing on the Bayview Hunters Point neighborhood of S.F. The air quality technical consultant will also prepare and distribute a report called Plan of Action.	Regular	09/30/09
4132-06/07	Police	$750,000	Will provide pre-employment polygraph ser vices for entry level police officers, reserve officers, police cadets and police aides.	Regular	06/30/10
4133-06/07	Police	$575,000	Will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States.	Regular	06/30/11
4134-06/07	Port	$250,000	Will provide structural investigation, testing, assessment and repair of Pier 35 substructure. Develop repair alternatives and cost estimates; detailed plans, specifications and cost estimate for a construction contract to repair deck and piles.	Regular	03/31/08
4135-06/07	Public Utilities	$200,000	Will provide technical expertise for advisory panel review of SFPUC engineering work in the field of water treatment plant engineering and upgrades. Panel will review SFPUC design work to ensure prudent engineering and up-to-date technology.	Regular	05/14/10
4136-06/07	Public Utilities	$300,000	Will provide technical expertise for advisory panel review of SFPUC engineering work in the field of seismic engineering with emphasis on both networked systems and structural mechanics analyses.	Regular	05/14/10
4137-06/07	DTIS	$218,000	Will provide software implementation of the New World Systems Records Management System (RMS) and Field Reporting System, configure Standard and Custom System Reports, and design specialized training materials to meet the Police Department requirements.	Regular	03/30/08
4138-06/07	Public Health	$5,000,000	Will provide environmental and facility assessments and survey customers who utilize the services at the Community Health Network (CNN) and healthcare providers such as doctors, nurses and administrators) in order to fulfill accreditation requirements.	Regular	06/30/11
4139-06/07	Public Health	$98,000	Will provide community based transportation planning to create a healthy, safe, walkable, bikeable and accessible Treasure Island with an emphasis on building health, active neighborhoods.	Regular	12/31/08
4140-06/07	Public Works	$80,521	Will provide mechanical, electrical and acoustical repairs to the War Memorial Opera Housing and Performing Arts Center.	Regular	11/30/07
4013-04/05	Airport	Increase Amount $470,000 New Amount $1,320,000	Will provide an analysis of options for hotel development on Airport property, retail master programming, and other revenue plans, including new services or facility use fees.	Regular	06/30/09
4033-05/06	Mayor's Office	Increase Amount $35,316 New Amount $410,316	Will provide for development of a comprehensive Economic Development Plan for the City and County of San Francisco and Survey of Barriers to Economic Development in San Francisco.	Regular	06/30/07
4049-05/06	Tele-communication	Increase Amount $400,000 New Amount $1,150,000	Will provide professional technical services to assist the City in changing all the radio frequencies used by the Emergency Radio System.	Regular	05/31/08
4051-05/06	Public Utilities	Increase Amount $200,000 New Amount $600,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public comments; and preparation of final documents.	Regular	04/01/08

4062-04/05	Public Health	Increase Amount $2,100,000 New Amount $4,100,000	Will provide clinical, business, operational and managed care, support for programs, software applications, system implementations, and related consultant/training. Will also provide as-needed support services for Web-based applications for DPH.	Regular	06/30/12
4083-05/06	Airport Commission	Increase Amount $0.00 New Amount $840,000	Will perform complex environmental analysis, assessment, compliance monitoring and reporting tasks requiring specialized environmental planning expertise.	Regular	06/30/09
4084-05/06	Airport Commission	Increase Amount $0.00 New Amount $1,025,000	Will provide planning of airport facilities and resources to serve the core aviation business of the Airport.	Regular	06/30/09
4085-05/06	Airport Commission	Increase Amount $0.00 New Amount $450,000	Will develop a list of pre-qualified consultants to support and assist in the development of a Green Airport Program to implement policies and procedures.	Regular	06/30/09
4088-04/05	Airport Commission	Increase Amount $650,000 New Amount $2,080,000	Will provide a pool of Airport management consultants to expand the scope of work to include the following: financial planning and analysis for rates and charges calculations; and review of advanced aviation technologies regarding their potential.	Regular	06/30/09
4176-98/99	Municipal Transportation Agency	Increase Amount $0.00 New Amount $11,481,206	To provide system-wide specialized technical services such as geotechnical investigations, vibration mitigation and the design and construction support for two segments of Phase I of the Third Street Light Rail project.	Regular	11/01/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Richard Rothman of the 1816 Actuarial Services Coordinator Class Specification as revised by the San Francisco Employees' Retirement System/Retirement Board. (File No. 0756-06-4) – Action Item

Recommendation: Postpone to the meeting of April 16, 2007after 5:00 p.m. at the request of Richard Rothman.

(7) Appeal by Gregory Martin of the Human Resources Director's decision to administratively close his EEO complaint. (File No. 0717-06-6) - Action Item

March 19, 2007: Postpone to the meeting of April 2, 2007 at the request of Gregory Martin.

Recommendation: Postpone to the meeting of June 4, 2007 at the request of Gregory Martin.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Determination of future employability: permanent civil service appointment of Robert McCall, Custodian (Job Code 2708) San Francisco International Airport. (File No. 0157-06-7) - Action Item

Recommendation of the Airport Commission: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources (DHR) designated professional in substance abuse.

(9) Determination of future employability: permanent civil service appointment of Lawrence Marchese, Utility Plumber Apprentice (Job Code 7463) San Francisco Public Utilities Commission. (File No. 0251-06-7) - Action Item

July 17, 2006: Off calendar.

Recommendation of the Airport Commission: Cancel any current examination and eligibility status; No future employment with the San Francisco Public Utilities Commission; No future employment with the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(10) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(11) **Progress Report on the Implementation of Proposition C – Amendment to Charter Section A8.409-1 – Salary of Elected Officials. (File No. 0842-06-1) – Action Item**

January 2, 2007:	Accept the report.
February 5, 2007:	Postpone to the meeting of February 20, 2007.
February 20, 2007:	Postpone to the meeting of March 5, 2007.
March 5, 2007:	Accept the report.
Recommendation:	Open for discussion.

(12) **Report on Commissioner Request: Civil Service Commission Rules on Leave of Absence, specifically "Employees Injured by Battery". (File No. 0235-07-5) – Discussion and Possible Action**

Recommendation: Open for discussion.

(13) **Filling the vacancy of the position of Human Resources Director – Personnel Matter. (File No. 0841-06-1) – Discussion and Possible Action**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Human Resources Director. **(Action Item)**

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item) California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

C) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)

2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

File No. 0841-06-1 (continued)

January 2, 2007:	Accept the report.
February 20, 2007:	Accept the report.
March 5, 2007:	Postpone to the meeting of March 19, 2007.
March 19, 2007:	Amend and reissue the Human Resources Director's job announcement.
Recommendation:	Open for discussion.

(14) **Process and Procedures on filling the upcoming vacancy of Executive Officer, Civil Service Commission position due to the impending retirement of Kate Favetti. (File No. 0234-07-1) – Discussion and Possible Action Item**

Recommendation: Open for discussion.

(15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(16) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(17) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/07

THOMAS T. NG
PRESIDENT

LICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
April 2, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

President Thomas T. Ng	Present
Vice President, Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Yu-Yee Wu	Present

President Thomas Ng presided.

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PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Sin Yee Poon, SEIU Local 790 requested to sever PSC #2000-06/07 through 2003-06/07.

APPROVAL OF MINUTES

Regular Meeting of March 19, 2007

Action: Approve. (Vote of 4 to 0)

Note: The Executive Officer noted that at the Civil Service Commission Meeting March 19, 2007, the Civil Service Commission voted to postpone to the meeting of May 7, 2007 after 5:00 p.m. the request by the Lawyers' Committee for Civil Rights of the San Francisco Bay Area (Lawyers' Committee) to stay promotions at the San Francisco Fire Department in Class H – 30 Captain so that all Commissioners could be present. The Executive Officer received notice from Commissioner Becerril that she would not be able to attend the May 7, 2007 Regular Meeting and requested that the matter be rescheduled. The Commission gave the Executive Officer general direction to schedule a special meeting in a manner to not create a delay and as close as possible to the May 7, 2007 Regular Meeting.

0227-07-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-07/08	Sheriff	$250,000	Will provide electronic home detention and monitoring services for inmates who qualify for home detention as an alternative to jail incarceration.	Annual	06/30/08
1001-07/08	Child Support Services	$28,500	Will provide genetic, paternity testing in child support cases for the City & County of San Francisco Department of Child Support Services.	Annual	06/30/08
1002-07/08	Child Support Services	$24,000	Will provide legal processing services; tracking, filing, services of summons, and research for the City & County of San Francisco Department of Child Support Services.	Annual	06/30/08
1003-07/08	Airport Commission	$220,000	Will provide Sam Trans Owl Bus Service between SFO and San Francisco to the north and Palo Alto to the south.	Annual	06/30/08
1004-07/08	Arts Commission	$1,498,387	Will provide free concert at the San Francisco Davies Symphony Hall in the park. This will be the 56th annual for Summer POPS concert.	Annual	03/31/08
1005-07/08	Fire Department	$9,950	Will provide fire facilities appliance maintenance and repair of dishwashers, garbage disposals and related controls at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hour/seven days per week.	Annual	06/30/08
1006-07/08	Fire Department	$9,950	Will provide fire facilities appliance maintenance and repair of stoves, ovens, refrigerators and related controls at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours/seven days per week.	Annual	06/30/08
1007-07/08	Fire Department	$9,950	Will provide maintenance and repair of all fire department gas powered tools as necessary.	Annual	06/30/08
2000-06/07	Human Services Agency	$3,512,000	Will provide case management and senior empowerment to functionally impaired seniors, adults with disabilities and their families.	Continuing	06/30/11
2001-06/07	Human Services Agency	$6,085,211	Will provide community services, elder abuse prevention and emergency services to the target population of seniors, and adults with disabilities.	Continuing	06/30/11
2002-06/07	Human Services Agency	$2,035,500	Will provide legal and naturalization assistance for seniors and disabled adults.	Continuing	06/30/11
2003-06/07	Human Services Agency	$766,171	Will provide adult day care services including Alzheimer's services for seniors.	Continuing	06/30/11
4130-06/07	Environment	$900,000	Will provide pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation and reporting.	Regular	06/30/11
4131-06/07	Environment	$84,090	Will provide air quality/diesel pollution research and analysis in the City's Southeast area, focusing on the Bayview Hunters Point neighborhood of S.F. The air quality technical consultant will also prepare and distribute a report called Plan of Action.	Regular	09/30/09
4132-06/07	Police	$750,000	Will provide pre-employment polygraph ser vices for entry level police officers, reserve officers, police cadets and police aides.	Regular	06/30/10
4133-06/07	Police	$575,000	Will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States.	Regular	06/30/11

4134-06/07	Port	$250,000	Will provide structural investigation, testing, assessment and repair of Pier 35 substructure. Develop repair alternatives and cost estimates; detailed plans, specifications and cost estimate for a construction contract to repair deck and piles.	Regular	03/31/08
4135-06/07	Public Utilities	$200,000	Will provide technical expertise for advisory panel review of SFPUC engineering work in the field of water treatment plant engineering and upgrades. Panel will review SFPUC design work to ensure prudent engineering and up-to-date technology.	Regular	05/14/10
4136-06/07	Public Utilities	$300,000	Will provide technical expertise for advisory panel review of SFPUC engineering work in the field of seismic engineering with emphasis on both networked systems and structural mechanics analyses.	Regular	05/14/10
4137-06/07	DTIS	$218,000	Will provide software implementation of the New World Systems Records Management System (RMS) and Field Reporting System, configure Standard and Custom System Reports, and design specialized training materials to meet the Police Department requirements.	Regular	03/30/08
4138-06/07	Public Health	$5,000,000	Will provide environmental and facility assessments and survey customers who utilize the services at the Community Health Network (CNN) and healthcare providers such as doctors, nurses and administrators) in order to fulfill accreditation requirements.	Regular	06/30/11
4139-06/07	Public Health	$98,000	Will provide community based transportation planning to create a healthy, safe, walkable, bikeable and accessible Treasure Island with an emphasis on building health, active neighborhoods.	Regular	12/31/08
4140-06/07	Public Works	$80,521	Will provide mechanical, electrical and acoustical repairs to the War Memorial Opera Housing and Performing Arts Center.	Regular	11/30/07
4013-04/05	Airport	Increase Amount $470,000 New Amount $1,320,000	Will provide an analysis of options for hotel development on Airport property, retail master programming, and other revenue plans, including new services or facility use fees.	Regular	06/30/09
4033-05/06	Mayor's Office	Increase Amount $35,316 New Amount $410,316	Will provide for development of a comprehensive Economic Development Plan for the City and County of San Francisco and Survey of Barriers to Economic Development in San Francisco.	Regular	06/30/07
4049-05/06	Tele-communication	Increase Amount $400,000 New Amount $1,150,000	Will provide professional technical services to assist the City in changing all the radio frequencies used by the Emergency Radio System.	Regular	05/31/08
4051-05/06	Public Utilities	Increase Amount $200,000 New Amount $600,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public comments; and preparation of final documents.	Regular	04/01/08
4062-04/05	Public Health	Increase Amount $2,100,000 New Amount $4,100,000	Will provide clinical, business, operational and managed care, support for programs, software applications, system implementations, and related consultant/training. Will also provide as-needed support services for Web-based applications for DPH.	Regular	06/30/12
4083-05/06	Airport Commission	Increase Amount $0.00 New Amount $840,000	Will perform complex environmental analysis, assessment, compliance monitoring and reporting tasks requiring specialized environmental planning expertise.	Regular	06/30/09
4084-05/06	Airport Commission	Increase Amount $0.00 New Amount $1,025,000	Will provide planning of airport facilities and resources to serve the core aviation business of the Airport.	Regular	06/30/09

4085-05/06	Airport Commission	Increase Amount $0.00 New Amount $450,000	Will develop a list of pre-qualified consultants to support and assist in the development of a Green Airport Program to implement policies and procedures.	Regular	06/30/09
4088-04/05	Airport Commission	Increase Amount $650,000 New Amount $2,080,000	Will provide a pool of Airport management consultants to expand the scope of work to include the following: financial planning and analysis for rates and charges calculations; and review of advanced aviation technologies regarding their potential.	Regular	06/30/09
4176-98/99	Municipal Transportation Agency	Increase Amount $0.00 New Amount $11,481,206	To provide system-wide specialized technical services such as geotechnical investigations, vibration mitigation and the design and construction support for two segments of Phase I of the Third Street Light Rail project.	Regular	11/01/07

Speakers:

Richard Dyer, Office of the Sheriff spoke on PSC #1000-07/08
Nancy Hom, Child Support Services spoke on PSC #1002-07/08
Galen Leung and Alice Sgourakis, Airport Commission spoke on PSC #1003-07/08
Lorrie Kalos, San Francisco Fire Department spoke on PSC #1005-07/08
David Curto, Human Services Agency, Sin Yee Poon and David Harper, SEIU Local 1021 spoke on PSC #2000-06/07 through 2003-06/07
Fiaz Khan and Mark Westlund, Department of the Environment spoke on PSC #4130-06/07
Mark Westlund, Department of the Environment spoke on PSC #4131-06/07
Sgt. Mary Dunnigan, San Francisco Police Department spoke on PSC #4133-06/07
Lavena Holmes-Williams and Uday Prasad, Port spoke on PSC #4134-06/07
Jacquie Hale and Carlos Villalva, Department of Public Health spoke on PSC #4138-06/07
Jacquie Hale, Department of Public Health spoke on PSC #4139-06/07

Action:

(1) Postpone PSC #2000-06/07 through 2003-06/07 to the meeting of May 7, 2007. (Vote of 4 to 0)
(2) Adopt Human Resources Director's report on PSC #4134-06/07. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1); Commissioner Gorrono recused. (Vote of 4 to 0)

0227-07-8 (continued)

(3) Adopt Human Resources Director's report on PSC #4139-06/07. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1; Commissioner Gorrono dissents.)

Note: Commissioner Casper noted that he voted to adopt the contract because the State grant whereby the proposed contract will be funded requires that the work be performed by a specific non-profit organization, namely the San Francisco Bicycle Coalition.

Commissioner Gorrono dissented on the grounds that the Commission did not have access to the contract that stipulates the work be done by a specific non-profit.

(4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0756-06-4 **Appeal by Richard Rothman of the 1816 Actuarial Services Coordinator Class Specification as revised by the San Francisco Employees' Retirement System/Retirement Board. (Item No. 6)**

Speakers: None.

Action: Postpone to the meeting of April 16, 2007 after 5:00 p.m. at the request of Richard Rothman. (Vote of 4 to 0)

0717-06-6 **Appeal by Gregory Martin of the Human Resources Director's decision to administratively close his EEO complaint. (Item No. 7)**

March 19, 2007: Postpone to the meeting of April 2, 2007 at the request of Gregory Martin.

Speakers: None.

Action: Postpone to the meeting of June 4, 2007 at the request of Gregory Martin. (Vote of 4 to 0)

0157-06-7 **Determination of future employability: permanent civil service appointment of Robert McCall, Custodian (Job Code 2708) San Francisco International Airport. (Item No. 8)**

Speakers: None.

Action: Postpone to the meeting of July 2, 2007 at the request of Robert McCall. (Vote of 4 to 0)

0251-06-7 **Determination of future employability: permanent civil service appointment of Lawrence Marchese, Utility Plumber Apprentice (Job Code 7463) San Francisco Public Utilities Commission. (Item No. 9)**

July 17, 2006: Off calendar.

Speakers: Michael DeBellis, Public Utilities Commission
Gregory Perez, Public Utilities Commission

Action: Cancel any current examination and eligibility status; No future employment with the San Francisco Public Utilities Commission; No future employment with the City and County of San Francisco. (Vote of 4 to 0) Mr. Marchese failed to appear.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 10)

No updates.

EXECUTIVE OFFICER'S REPORT

0842-06-1 **Progress Report on the Implementation of Proposition C – Amendment to Charter Section A8.409-1 – Salary of Elected Officials. (Item No. 11)**

January 2, 2007: Accept the report.

February 5, 2007: Postpone to the meeting of February 20, 2007.

February 20, 2007: Postpone to the meeting of March 5, 2007.

March 5, 2007: Accept the report.

Speakers: Sandra Eng, Civil Service Commission

Action: Accept the report. (Vote of 4 to 0)

0235-07-5 **Report on Commissioner Request: Civil Service Commission Rules on Leave of Absence, specifically "Employees Injured by Battery". (Item No. 12)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. Schedule a hearing to receive comment from departmental personnel officers, employee organization representatives, employees and interested members of the public. (Vote of 4 to 0)

0841-06-1 Filling the vacancy of the position of Human Resources Director – Personnel Matter. (Item No. 13)

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.
David Pilpel, Sunshine Ordinance Task Force inquired about the process for designating James Horan as Acting Human Resources Director that would provide him authority to make decisions of the Human Resources Director.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Human Resources Director. **(Action Item)**
The Commission voted to hold a closed session. (Vote of 4 to 0)
Closed session convened at 5:25 p.m. with the following present:
President Thomas Ng
Commissioner Donald Casper
Commissioner Morgan Gorrono
Commissioner Yu-Yee Wu
Kate Favetti, Executive Officer
Anita Sanchez, Assistant Executive Officer
Sandra Eng, Civil Service Commission
Gloria Sheppard, Civil Service Commission
Paul Zarefsky, Deputy City Attorney (consultation by telephone)

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)
Closed session ended at 6:17p.m.

C) Reconvened in open session at 6:17p.m.:
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).
The Commission voted to disclose action taken in closed session but not the discussion leading to the action. (Vote of 4 to 0)

January 2, 2007:	Accept the report.
February 20, 2007:	Accept the report.
March 5, 2007:	Postpone to the meeting of March 19, 2007.
March 19, 2007:	Amend and reissue the Human Resources Director's job announcement.

0841-06-1 (continued)

Action: Directed staff to forward to the Mayor the recommendation of James Horan as Interim Human Resources Director pending the nomination of person or persons for permanent appointment of Human Resources Director. (Vote of 4 to 0)

0234-07-1 **Process and Procedures on filling the upcoming vacancy of Executive Officer, Civil Service Commission position due to the impending retirement of Kate Favetti. (Item No. 14)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Gorrono requested that the personal service contracts be separated by dividers.

ADJOURNMENT

6:53 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/07
THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 16, 2007

11:20 a.m. msf

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2:00 p.m.
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1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

Opening summary of case (brief overview);
Discussion of evidence;
Corroborating witnesses, if necessary; and
Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

J. Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

K. Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

L. San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 16, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Thomas T. Ng
Vice President, Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of April 2, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0266-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4141-06/07	Environment	$120,000	Will provide conversions of hybrid electric vehicle to plug-in hybrid electric vehicle with advanced lithium batteries. This is highly specialized work done by only a few companies that are developing the technology.	Regular	03/31/08
4142-06/07	Airport	$875,000	Will provide international aviation strategy and consultation services to various governmental agencies. Assist in various bilateral aviation negotiations; provide access to and contacts in a multitude of domestic and international carriers.	Regular	06/30/14
4143-06/07	Municipal Transportation Agency	$9,650,000	Will provide procurement and remanufacturing of MTA streetcars. The Contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and equipment required to remanufacture the PCC.	Regular	06/30/10
4144-06/07	Public Utilities Commission	$1,918,900	Will provide software development services to allow the City to successfully transition Scheduling Coordinator and Meter Data Management Agent duties away from PG&E.	Regular	03/31/11
4145-06/07	Public Utilities Commission	$100,000	Will provide investment banking services for clean renewable energy bonds.	Regular	01/31/08
4043-04/05	Recreation & Parks	Increase Amount $500,000 New Amount $800,000	Will provide environmental analysis services to complete the environmental analyses for the Natural Area Program Management Plan and to satisfy the requirements of CEQA guidelines, NEPA, and City, State and Federal regulations.	Regular	05/15/09
4067-06/07	Public Utilities Commission	Increase Amount $100,000 New Amount $245,000	Will provide litigation support services – provide the technical expertise and project history regarding a SFPUC project involved in a lawsuit and assist the City Attomey's office in the current lawsuit.	Regular	03/31/08
4073-05/06	Controller	Increase Amount $3,000,000 New Amount $4,500,000	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	Regular	02/01/10
4086-05/06	Public Health	Increase Amount $5,300,000 New Amount $8,700,000	Will provide highly specialized medical and surgical subspecialty services to medically indigent adults as well as clients under the San Francisco County Medical Assistance Program, the San Francisco County Jail and the In-Home Support Service Plan.	Regular	06/30/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Determination of future employability: permanent civil service appointment of Mohamad Amlashi, IS Engineer - Senior (Job Code 1043) Department of Public Works. (File No. 0038-07-7) - Action Item

Recommendation: Postpone to the meeting of May 7, 2007 at the request of the Department of Public Works.

(7) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2007-2008. (File No. 0267-07-3) – Action Item

Recommendation: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2007.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Amihan Makayan of the Position Based Testing job announcement for 0922 Manager I – Manager, Transactions Unit (PBT-0922-53370). (File No. 0262-07-4) – Action Item

Recommendation: Open for discussion.

(9) Appeal by Linda Migliore of the Human Resources Director's finding of insufficient evidence to sustain the charge of discrimination. (File No. 0835-06-6) - Action Item

March 19, 2007: Postpone to the meeting of April 16, 2007 at the request of Matthew Ming, Attorney.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Linda Migliore.

(10) **Appeal by Alfred Yee-Pun Lam of the Human Resources Director's decision to deny complaint of discrimination. (File No. 0822-06-6) - Action Item**

March 19, 2007: Postpone to the meeting of April 16, 2007 at the request of Alfred Lam.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Alfred Yee-Pun Lam.

(11) **Appeal by Richard Rothman of the 1816 Actuarial Services Coordinator Class Specification as revised by the San Francisco Employees' Retirement System/Retirement Board. (File No. 0756-06-4) – Action Item**

April 2, 2007: Postpone to the meeting of April 16, 2007 after 5:00 p.m. at the request of Richard Rothman.

Note: This item will be heard at 5:00 p.m.

Recommendation: Adopt report. Sustain decision to revise the 1816 Class specification; deny the appeal by Richard Rothman.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(12) **General Update of the Department of Human Resources Activities and Issues.**

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(13) **Final Report on the Implementation of Proposition C – Amendment to Charter Section A8.409-1 – Salary of Elected Officials. (File No. 0842-06-1) – Action Item**

January 2, 2007: Accept the report.

February 5, 2007: Postpone to the meeting of February 20, 2007.

February 20, 2007: Postpone to the meeting of March 5, 2007.

March 5, 2007: Accept the report.

April 2, 2007: Accept the report.

Recommendation: Accept the report; Certify the salary and benefits of elected officials in accordance with Charter Section A8.409-1 no later than May 7, 2007.

(14) **Fiscal Year 2006 - 07 Goals and Objectives as of March 31, 2007. (File No. 0268-07-1) – Action Item**

Recommendation: Accept the report.

(15) **For Immediate Response: Proposed Amendments to the City Charter to add Section 4.101.5 to limit hold-over service by members of the City boards and commissions whose terms have expired. (BOS File No. 070270) (File No. 0273-07-5) – Discussion and Possible Action**

Recommendation: Open for discussion.

(16) **Filling the vacancy of the position of Human Resources Director – Personnel Matter. (File No. 0841-06-1) – Discussion and Possible Action**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Human Resources Director. **(Action Item)**

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item) California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

C) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

January 2, 2007:	Accept the report.
February 20, 2007:	Accept the report.
March 5, 2007:	Postpone to the meeting of March 19, 2007.
March 19, 2007:	Amend and reissue the Human Resources Director's job announcement.
April 2, 2007:	Directed staff to forward to the Mayor the recommendation of James Horan as Interim Human Resources Director pending the nomination of person or persons for permanent appointment of Human Resources Director.

Recommendation: Open for discussion.

(17) Filling the vacancy of the position of Executive Officer – Personnel Matter. (File No. 0234-07-1) – Discussion and Possible Action

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Executive Officer. **(Action Item)**

1) PERSONNEL MATTER - Public Employee Appointment – Executive Officer (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

C) Reconvene in open session:
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

April 2, 2007: Accept the report.

Recommendation: Open for discussion.

(18) <u>REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION</u>

(19) <u>COMMISSIONERS' ANNOUNCEMENTS/REQUESTS</u>

(20) <u>ADJOURNMENT</u>

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

LICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
April 16, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
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PUBLIC LIBRARY

CALL TO ORDER

2:01 p.m.

ROLL CALL

President Thomas T. Ng	Present
Vice President, Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Yu-Yee Wu	Present

President Thomas Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Ed Warshauer, SEIU Local 1021 indicated he wished to speak on Item #7.
Michael Seville, IFPTE Local 21 wished to sever PSC #4144-06/07.
Steve Ponder stated that he and Rich David were available to discuss Item #7.

APPROVAL OF MINUTES

Regular Meeting of April 2, 2007

Action: Approve. (Vote of 4 to 0)

0266-07-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4141-06/07	Environment	$120,000	Will provide conversions of hybrid electric vehicle to plug-in hybrid electric vehicle with advanced lithium batteries. This is highly specialized work done by only a few companies that are developing the technology.	Regular	03/31/08
4142-06/07	Airport	$875,000	Will provide international aviation strategy and consultation services to various governmental agencies. Assist in various bilateral aviation negotiations; provide access to and contacts in a multitude of domestic and international carriers.	Regular	06/30/14
4143-06/07	Municipal Transportation Agency	$9,650,000	Will provide procurement and remanufacturing of MTA streetcars. The Contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and equipment required to remanufacture the PCC.	Regular	06/30/10
4144-06/07	Public Utilities Commission	$1,918,900	Will provide software development services to allow the City to successfully transition Scheduling Coordinator and Meter Data Management Agent duties away from PG&E.	Regular	03/31/11
4145-06/07	Public Utilities Commission	$100,000	Will provide investment banking services for clean renewable energy bonds.	Regular	01/31/08
4043-04/05	Recreation & Parks	Increase Amount $500,000 New Amount $800,000	Will provide environmental analysis services to complete the environmental analyses for the Natural Area Program Management Plan and to satisfy the requirements of CEQA guidelines, NEPA, and City, State and Federal regulations.	Regular	05/15/09
4067-06/07	Public Utilities Commission	Increase Amount $100,000 New Amount $245,000	Will provide litigation support services – provide the technical expertise and project history regarding a SFPUC project involved in a lawsuit and assist the City Attorney's office in the current lawsuit.	Regular	03/31/08
4073-05/06	Controller	Increase Amount $3,000,000 New Amount $4,500,000	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	Regular	02/01/10
4086-05/06	Public Health	Increase Amount $5,300,000 New Amount $8,700,000	Will provide highly specialized medical and surgical subspecialty services to medically indigent adults as well as clients under the San Francisco County Medical Assistance Program, the San Francisco County Jail and the In-Home Support Service Plan.	Regular	06/30/09

Speakers: Galen Leung and Jeff Hoglind, Airport Commission spoke on PSC #4142-06/07.
Louis Maffei, Municipal Transportation Agency spoke on PSC #4143-06/07.
Esther Reyes, Controller's Office spoke on PSC #4073-05/06.
Sean McFadden, Recreation & Parks spoke on PSC #4043-04/05.
Jacquie Hale, Department of Public Health spoke on PSC #4086-04/05.
Pauson Yun and Pamela Husing, Public Utilities Commission and Michael Seville, IFPTE Local 21 spoke on PSC #4144-06/07.

0266-07-8 (continued)

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0038-07-7 **Determination of future employability: permanent civil service appointment of Mohamad Amlashi, IS Engineer - Senior (Job Code 1043) Department of Public Works. (Item No. 6)**

Speakers: None.

Action: Postpone to the meeting of May 7, 2007 at the request of the Department of Public Works. (Vote of 4 to 0)

0267-07-3 **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2007-2008. (Item No. 7)**

Speakers: Steve Ponder, Department of Human Resources
Rich David, Department of Human Resources
Ed Warshauer, SEIU
Susanne Paradis, SEIU

Action: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2007; including the renegotiated rates for Stanford Hospital as of April 1, 2007. (Vote of 4 to 0)

0262-07-4 **Appeal by Amihan Makayan of the Position-Based Testing job announcement for 0922 Manager I – Manager, Transactions Unit (PBT-0922-53370). (Item No. 8)**

Speakers: Jennifer Johnston, Department of Human Resources
Michael Seville, IFPTE Local 21

Action: Close the appeal; IFPTE Local 21 to re-file within 30 days to reflect the accurate reason for the appeal; Retain the original filing date of April 4, 2007. (Vote of 4 to 0)

0835-06-6 **Appeal by Linda Migliore of the Human Resources Director's finding of insufficient evidence to sustain the charge of discrimination. (Item No. 9)**

March 19, 2007: Postpone to the meeting of April 16, 2007 at the request of Matthew Ming, Attorney.

Speakers: None.

Action: Postpone to the meeting of May 21, 2007 at the request of Matthew Ming, Attorney. The Commission stipulated this will be the last postponement granted. (Vote of 4 to 0)

0822-06-6 **Appeal by Alfred Yee-Pun Lam of the Human Resources Director's decision to deny complaint of discrimination. (Item No. 10)**

March 19, 2007: Postpone to the meeting of April 16, 2007 at the request of Alfred Lam.

Speakers:
Linda Simon, Department of Human Resources
Diana Garcia, Department of Human Resources
Alfred Yee-Pun Lam, Appellant
Dennis Doyle, Juvenile Probation
Tim Diestel, Juvenile Probation
Barry Biderman, Juvenile Probation
John Radogno, Juvenile Probation

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Alfred Yee-Pun Lam. (Vote of 4 to 0)

0756-06-4 **Appeal by Richard Rothman of the 1816 Actuarial Services Coordinator Class Specification as revised by the San Francisco Employees' Retirement System/ Retirement Board. (Item No. 11)**

April 2, 2007: Postpone to the meeting of April 16, 2007 after 5:00 p.m. at the request of Richard Rothman.

Speakers:
Clare Murphy, Director Retirement System
Richard Rothman, Appellant
Herb Meiberger, Commissioner, Retirement Board (speaking as an individual)
Sylvia Alvarez-Lynch, Municipal Transportation Agency
Kim Waldron, IFPTE Local 21
Linda Jang, Retired
Lois Black, Retirement System

Action: Revise the 1816 Class specification to add "Under general direction of the Retirement Board"; Adopt remainder of classification specification as posted. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

No updates. (Item No. 12)

EXECUTIVE OFFICER'S REPORT

0842-06-1 **Final Report on the Implementation of Proposition C – Amendment to Charter Section A8.409-1 – Salary of Elected Officials. (Item No. 13)**

January 2, 2007: Accept the report.

February 5, 2007: Postpone to the meeting of February 20, 2007.

February 20, 2007: Postpone to the meeting of March 5, 2007.

March 5, 2007: Accept the report.

April 2, 2007: Accept the report.

Speakers: Sandra Eng, Civil Service Commission

Action: Accept the report; Certify the salary and benefits of elected officials in accordance with Charter Section A8.409-1 no later than May 7, 2007. (Vote of 4 to 0)

0268-07-1 **Fiscal Year 2006 - 07 Goals and Objectives as of March 31, 2007. (Item No. 14)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 4 to 0)

0273-07-5 **For Immediate Response: Proposed Amendments to the City Charter to add Section 4.101.5 to limit hold-over service by members of the City boards and commissions whose terms have expired. (BOS File No. 070270) (Item No. 15)**

Speakers: Kate Favetti, Executive Officer

Action: Directed Executive Officer to submit the following language: "Appointments shall be made to any open seat on any commission within sixty days." (Vote of 4 to 0)

0841-06-1 **Filling the vacancy of the position of Human Resources Director – Personnel Matter. (Item No. 16)**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session. None.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Human Resources Director. **(Action Item)** The Commission voted to hold a closed session. (Vote of 4 to 0)

0841-06-1 (continued)

Closed session convened at 6:55 p.m. with the following present:
President Thomas Ng
Commissioner Donald Casper
Commissioner Morgan Gorrono
Commissioner Yu-Yee Wu
Kate Favetti, Executive Officer
Sandra Eng, Civil Service Commission
Gloria Sheppard, Civil Service Commission

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)
Closed session ended at 7:10 p.m.

C) Reconvened in open session at 7:10 p.m.:
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).
The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

January 2, 2007:	Accept the report.
February 20, 2007:	Accept the report.
March 5, 2007:	Postpone to the meeting of March 19, 2007.
March 19, 2007:	Amend and reissue the Human Resources Director's job announcement.
April 2, 2007:	Directed staff to forward to the Mayor the recommendation of James Horan as Interim Human Resources Director pending the nomination of person or persons for permanent appointment of Human Resources Director.
Action:	Accept the report. (Vote of 4 to 0)

0234-07-1 **Filling the vacancy of the position of Executive Officer – Personnel Matter. (Item No. 17)**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session. None.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Executive Officer. **(Action Item)**
The Commission voted to hold a closed session. (Vote of 4 to 0)
Closed session convened at 7:10 p.m. with the following present:
President Thomas Ng
Commissioner Donald Casper
Commissioner Morgan Gorrono
Commissioner Yu-Yee Wu
Kate Favetti, Executive Officer
Sandra Eng, Civil Service
Gloria Sheppard, Civil Service Commission

1) PERSONNEL MATTER - Public Employee Appointment – Executive Officer (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)
Closed session ended at 7:18 p.m.

C) Reconvened in open session at 7:18 p.m.:
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).
The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

April 2, 2007: Accept the report.

Action: Accept the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Gorrono requested for future consideration the way that Proposition H was formulated, specifically, "a Police Officer cannot be promoted from a list if there are charges pending against them".

Commissioner Wu requested that the Executive Officer submit a final report prior to retirement outlining outstanding issues and directions for the immediate future.

ADJOURNMENT

7:23 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ICIA D. BECERRIL
VICE PRESIDENT

ONALD A. CASPER
COMMISSIONER

GAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

Amended

City Hall – Room 421
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Note: The Agenda for each meeting listed below is the same.

Friday	May 4, 2007	9 a.m. – 12:00 p.m.*	Room 421
Tuesday	May 8, 2007	9 a.m. – 10:30 *a.m.**	Room 421

** Meeting end time approximate.*

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0841-06-1) (ACTION ITEM)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Recommendation: Open for Discussion.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

B) Disclosure of action taken in closed session. (California Government Code Section 54957.1(a)(5); San Francisco Administrative Code Section 67.12(b)(4))

V. Adjournment

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted May 3, 2007

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Civil Service Commission

May 04, 2007 - Special Closed Session

Minutes of Special Meeting – Closed Session

Friday, May 4, 2007
9:00 a.m.

DOCUMENTS DEPT.
MAR 17 2008
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was called to order at 9:17 a.m.

Present: President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Yu-Yee Wu

Not Present: Vice President Alicia D. Becerril
Commissioner Morgan R. Gorrono

President Thomas T. Ng presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to conduct a closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0841-06-1) (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 9:18 a.m. in City Hall, Room 421 and the following were present:

President Thomas T. Ng

Donald A. Casper, Commissioner

Yu-Yee Wu, Commissioner

Kate Favetti, Executive Officer, CSC

Closed Session ended at 12:00 p.m.

IV. Reconvened in open session at 12:01 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 3 to 0)

V. Adjournment

12:04 p.m.

Civil Service Commission

May 08, 2007 - Special Closed Session

Minutes of Special Meeting – Closed Session

Tuesday, May 8, 2007
9:00 a.m.

DOCUMENTS DEPT.
MAR 17 2008
SAN FRANCISCO
PUBLIC LIBRARY

I. The Special Meeting was called to order at 9:18 a.m.

Present: President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Yu-Yee Wu

Not Present: Vice President Alicia D. Becerril
Commissioner Morgan R. Gorrono

President Thomas T. Ng presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to conduct a closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0841-06-1)(ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 9:20 a.m. in City Hall, Room 421 and the following were present:

President Thomas T. Ng

Donald A. Casper, Commissioner

Yu-Yee Wu, Commissioner

Kate Favetti, Executive Officer, CSC

Closed Session ended at 10:27 a.m.

IV. Reconvened in open session at 10:28 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 3 to 0)

V. Adjournment

10:28 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AGENDA

Regular Meeting
of
May 7, 2007

11:50 a.m. msf

DOCUMENTS DEPT.
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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

GAVIN NEWSOM
MAYOR

07

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

AN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 7, 2007
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Thomas T. Ng
Vice President, Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of April 16, 2007

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0227-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-06/07	Human Services Agency	$3,512,000	Will provide case management and senior empowerment to functionally impaired seniors, adults with disabilities and their families.	Continuing	06/30/11
2001-06/07	Human Services Agency	$6,085,211	Will provide community services, elder abuse prevention and emergency services to the target population of seniors, and adults with disabilities.	Continuing	06/30/11
2002-06/07	Human Services Agency	$2,035,500	Will provide legal and naturalization assistance for seniors and disabled adults.	Continuing	06/30/11
2003-06/07	Human Services Agency	$766,171	Will provide adult day care services including Alzheimer's services for seniors.	Continuing	06/30/11

April 2, 2007: Postpone to the meeting of May 7, 2007.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0352-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1008-07/08	District Attorney	$145,751	Will provide Community United Against Violence (CUAV) professional services contract to provide maximum available assistance to victims of anti-lesbian, gay, bisexual or transgender (LGBT) hate crimes in San Francisco.	Annual	06/30/08
1009-07/08	District Attorney	$90,000	Will provide first offender prostitution & early intervention programs to women and transgender individuals who have experienced sexual exploitation and violence. The special focus is low-income drug addicted women and girls in the criminal justice system.	Annual	06/30/08
4146-06/07	Environment	$75,000	Will provide product stewardship and universal waste consulting to develop a strategy to identify, educate & mobilize key stakeholders to promote product stewardship systems for hazardous & universal waste products.	Regular	06/30/10
4148-06/07	Department of Human Resources	$120,000	Will provide off-site file storage and retrieval services for approximately 5000 linear feet of workers compensation claim files, including medical and billing records, and will guarantee compliance with local, state and federal regulations.	Regular	06/30/10

4149-06/07	Municipal Transportation Agency	$55,080	Will provide semi-annually maintenance and quality assurance testing of the Underfloor Wheel Profiling Machine.	Regular	04/30/10
4150-06/07	Municipal Transportation Agency	$75,000	Will provide professional consultation services for the Parking Authority. This service includes comparing the Parking Authority's current policies & practices to industry standards and provide recommendations.	Regular	03/15/08
4151-06/07	Public Works	$3,000,000	Will provide highly specialized structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering and consultation.	Regular	08/01/10
4014-05/06	Airport	Increase Amount $600,000 New Amount $1,170,000	Will continue to work in a strategic marketing alliance with the Airport through joint offices in Shanghai, Beijing and Tokyo, to promote the Airport and the City of San Francisco at international trade and tourism exhibitions worldwide.	Regular	06/30/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request by Lee Ann Martin to grant permanent status in Job Code 1404, Clerk. (File No. 0356-07-2) – Action Item

Recommendation of the Director of Transportation: Grant permanent status to Lee Ann Martin in Job Code 1404, Clerk.

(8) Request by Patricia McGee to lift ban on future employment with the Department of Public Health. (File No. 0357-07-7) – Action Item

Recommendation of the Human Resources Director: Adopt the report. Remove restrictions on future employment with the Department of Public Health.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Certification of Salary of Elected Officials (except members of the Board of Supervisors) for Fiscal Years 2007 – 2012 and Benefits of Elected Officials (including members of the Board of Supervisors) for Fiscal Year 2007 – 08 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (File No. 0842-06-1) – Action Item

January 2, 2007:	Accept the report.
February 5, 2007:	Postpone to the meeting of February 20, 2007.
February 20, 2007:	Postpone to the meeting of March 5, 2007.
March 5, 2007:	Accept the report.
April 2, 2007:	Accept the report.
April 16, 2007:	Accept the report; Certify the salary and benefits of elected officials in accordance with Charter Section A8.409-1 no later than May 7, 2007.
Recommendation:	Certify the salary and benefits of elected officials in accordance with Charter Section A8.409-1; Forward to the Mayor's Budget Office for inclusion in the FY 2007-08 Budget being transmitted to the Board of Supervisors on June 1, 2007.

5:00 P.M. AGENDA

(10) Request by the Lawyers' Committee for Civil Rights of the San Francisco Bay Area ("Lawyers' Committee") to stay promotions at the San Francisco Fire Department in Class H – 30 Captain in order to investigate allegations of irregularities in the examination process, administration and scoring that violates Civil Service Commission Rules. (File No. 0150-07-4) – Discussion and Possible Action

March 19, 2007:	Postpone to the meeting of May 7, 2007 after 5:00 p.m. The Commission directed the Department of Human Resources to provide the Commission its responses to all H – 30 Captain exam protests, for the Black Firefighters Association to provide supporting documents that substantiate their allegations and that the Department of Human Resources refrain from making decisions on promotions until this matter is heard by the Civil Service Commission.
Recommendation:	Open for discussion.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Determination of future employability: permanent civil service appointment of Mohamad Amlashi, IS Engineer - Senior (Job Code 1043) Department of Public Works. (File No. 0038-07-7) - Action Item

April 16, 2007: Postpone to the meeting of May 7, 2007 at the request of the Department of Public Works.

Recommendation: Adopt the report; Sustain the decision of the Department of Public Works. Deny the appeal by Mohamad Amlashi.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(12) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(13) Restatement and Update of the Civil Service Commission Citywide Employee Personnel Records Guidelines. (File No. 0358-07-1) – Action Item

Recommendation: Accept the report; Adopt the Updated Citywide Employee Personnel Records Guidelines; Distribute to all Departments, the San Francisco Unified School District and the San Francisco Community College District.

(14) Filling the vacancy of the position of Human Resources Director – Personnel Matter. (File No. 0841-06-1) – Discussion and Possible Action

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Human Resources Director. **(Action Item)**

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item) California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

C) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

January 2, 2007:	Accept the report.
February 20, 2007:	Accept the report.
March 5, 2007:	Postpone to the meeting of March 19, 2007.
March 19, 2007:	Amend and reissue the Human Resources Director's job announcement.
April 2, 2007:	Directed staff to forward to the Mayor the recommendation of James Horan as Interim Human Resources Director pending the nomination of person or persons for permanent appointment of Human Resources Director.
April 16, 2007:	Accept the report.
Recommendation:	Open for discussion.

(15) Filling the vacancy of the position of Executive Officer – Personnel Matter. (File No. 0234-07-1) – Discussion and Possible Action

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Executive Officer. **(Action Item)**

1) PERSONNEL MATTER - Public Employee Appointment – Executive Officer (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

C) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

April 2, 2007: Accept the report.

April 16, 2007: Accept the report.

Recommendation: Open for discussion.

(16) <u>REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION</u>

(17) <u>COMMISSIONERS' ANNOUNCEMENTS/REQUESTS</u>

(18) <u>ADJOURNMENT</u>

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

LICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

RGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
May 7, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:05 p.m.

ROLL CALL

President Thomas T. Ng	Present
Vice President, Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not Present
Commissioner Yu-Yee Wu	Present

President Thomas Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of April 16, 2007

Action: Approve. (Vote of 3 to 0)

0227-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-06/07	Human Services Agency	$3,512,000 ***Annual***	Will provide case management and senior empowerment to functionally impaired seniors, adults with disabilities and their families.	Continuing	06/30/11
2001-06/07	Human Services Agency	$6,085,211 ***Annual***	Will provide community services, elder abuse prevention and emergency services to the target population of seniors, and adults with disabilities.	Continuing	06/30/11
2002-06/07	Human Services Agency	$2,035,500 ***Annual***	Will provide legal and naturalization assistance for seniors and disabled adults.	Continuing	06/30/11
2003-06/07	Human Services Agency	$766,171 ***Annual***	Will provide adult day care services including Alzheimer's services for seniors.	Continuing	06/30/11

April 2, 2007: Postpone to the meeting of May 7, 2007.

Speakers: Dave Curto, Human Services Agency
Sin Yee Poon, IFPTE Local 21
Maria Guillen, SEIU Local 1021

Action: Subject to the condition that any particular contract which, in the view of any bargaining unit, does not meet the criteria or specifications presented for these types of outsourcing contracts may be appealed to the Civil Service Commission; Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0352-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1008-07/08	District Attorney	$145,751	Will provide Community United Against Violence (CUAV) professional services contract to provide maximum available assistance to victims of anti-lesbian, gay, bisexual or transgender (LGBT) hate crimes in San Francisco.	Annual	06/30/08
1009-07/08	District Attorney	$90,000	Will provide first offender prostitution & early intervention programs to women and transgender individuals who have experienced sexual exploitation and violence. The special focus is low-income drug addicted women and girls in the criminal justice system.	Annual	06/30/08
4146-06/07	Environment	$75,000	Will provide product stewardship and universal waste consulting to develop a strategy to identify, educate & mobilize key stakeholders to promote product stewardship systems for hazardous & universal waste products.	Regular	06/30/10
4148-06/07	Department of Human Resources	$120,000	Will provide off-site file storage and retrieval services for approximately 5000 linear feet of workers compensation claim files, including medical and billing records, and will guarantee compliance with local, state and federal regulations.	Regular	06/30/10
4149-06/07	Municipal Transportation Agency	$55,080	Will provide semi-annually maintenance and quality assurance testing of the Underfloor Wheel Profiling Machine.	Regular	04/30/10

4150-06/07	Municipal Transportation Agency	$75,000	Will provide professional consultation services for the Parking Authority. This service includes comparing the Parking Authority's current policies & practices to industry standards and provide recommendations.	Regular	03/15/08
4151-06/07	Public Works	$3,000,000	Will provide highly specialized structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering and consultation.	Regular	08/01/10
4014-05/06	Airport	Increase Amount $600,000 New Amount $1,170,000	Will continue to work in a strategic marketing alliance with the Airport through joint offices in Shanghai, Beijing and Tokyo, to promote the Airport and the City of San Francisco at international trade and tourism exhibitions worldwide.	Regular	06/30/09

Speakers: Sheila Arcelona, Office of the District Attorney spoke on PSC #1008-07/08.
Marjaneh Zarrehparvar, Environment spoke on PSC #4146-06/07.
Patti Martin, Priscilla Morris and Joshua Jennings, Department of Human Resources spoke on PSC #4148-06/07.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0356-07-2 **Request by Lee Ann Martin to grant permanent status in Job Code 1404, Clerk. (Item No. 7)**

Speakers: None.

Action: Grant permanent status to Lee Ann Martin in Job Code 1404, Clerk. (Vote of 3 to 0)

0357-07-7 **Request by Patricia McGee to lift ban on future employment with the Department of Public Health. (Item No. 8)**

Speakers: None.

Action: Adopt the report. Remove restrictions on future employment with the Department of Public Health. (Vote of 3 to 0)

0842-06-1 **Certification of Salary of Elected Officials (except members of the Board of Supervisors) for Fiscal Years 2007 – 2012 and Benefits of Elected Officials (including members of the Board of Supervisors) for Fiscal Year 2007 – 08 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (Item No. 9)**

January 2, 2007: Accept the report.

February 5, 2007: Postpone to the meeting of February 20, 2007.

February 20, 2007: Postpone to the meeting of March 5, 2007.

March 5, 2007: Accept the report.

April 2, 2007: Accept the report.

April 16, 2007: Accept the report; Certify the salary and benefits of elected officials in accordance with Charter Section A8.409-1 no later than May 7, 2007.

Speakers: Sandra Eng, Civil Service Commission

Action: Staff to again review the counties' salary of Treasurer and submit to Commission for review at the meeting of May 21, 2007; Accept the report; Certify the salary and benefits of elected officials, except Treasurer in accordance with Charter Section A8.409-1; Forward to the Mayor's Budget Office for inclusion in the FY 2007-08 Budget being transmitted to the Board of Supervisors on June 1, 2007. (Vote of 3 to 0)

0150-07-4 **Request by the Lawyers' Committee for Civil Rights of the San Francisco Bay Area ("Lawyers' Committee") to stay promotions at the San Francisco Fire Department in Class H – 30 Captain in order to investigate allegations of irregularities in the examination process, administration and scoring that violates Civil Service Commission Rules. (Item No. 10)**

March 19, 2007: Postpone to the meeting of May 7, 2007 after 5:00 p.m. The Commission directed the Department of Human Resources to provide the Commission its responses to all H – 30 Captain exam protests, for the Black Firefighters Association to provide supporting documents that substantiate their allegations and that the Department of Human Resources refrain from making decisions on promotions until this matter is heard by the Civil Service Commission.

0150-07-4 (continued)

Speakers: Bruce Topp, Department of Human Resources
Chief Joanne Hayes-White, San Francisco Fire Department
Kevin Smith, Black Firefighters Association
Michael DeLane, Firefighter
John Hanley, President, Firefighters Local 798
Michael Thompson, Firefighter

Action: Postpone to the meeting of May 21, 2007. The Department of Human Resources to submit staff reports for the pending appeals of the H – 30 Captain's examination. (Vote of 3 to 0)

0038-07-7 **Determination of future employability: permanent civil service appointment of Mohamad Amlashi, IS Engineer - Senior (Job Code 1043) Department of Public Works. (Item No. 11)**

April 16, 2007: Postpone to the meeting of May 7, 2007 at the request of the Department of Public Works.

Speakers: Robert Carlson, Department of Public Works
Tammy Wong, Department of Public Works

Action: Adopt the report; Sustain the decision of the Department of Public Works. Deny the appeal by Mohamad Amlashi. (Vote of 3 to 0) Mr. Amlashi failed to appear.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 12)

No update.

EXECUTIVE OFFICER'S REPORT

0358-07-1 **Restatement and Update of the Civil Service Commission Citywide Employee Personnel Records Guidelines. (Item No. 13)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report; Adopt the Updated Citywide Employee Personnel Records Guidelines; Distribute to all Departments, the San Francisco Unified School District and the San Francisco Community College District. (Vote of 3 to 0)

0841-06-1 **Filling the vacancy of the position of Human Resources Director – Personnel Matter. (Item No. 14)**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session. None.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Human Resources Director. **(Action Item)**
The Commission voted to conduct a closed session. (Vote of 3 to 0)
Closed session convened at 3:45 p.m. with the following present:
President Thomas Ng
Commissioner Don Casper
Commissioner Yu-Yee Wu
Kate Favetti, Executive Officer
Paul Zarefsky, Deputy City Attorney
Sandra Eng, Civil Service Commission
Gloria Sheppard, Civil Service Commission

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)
Closed session ended at 3:52 p.m.

C) Reconvened in open session at 3:52 p.m.
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).
The Commission voted not to disclose action taken in closed session. (Vote of 3 to 0)

January 2, 2007:	Accept the report.
February 20, 2007:	Accept the report.
March 5, 2007:	Postpone to the meeting of March 19, 2007.
March 19, 2007:	Amend and reissue the Human Resources Director's job announcement.
April 2, 2007:	Directed staff to forward to the Mayor the recommendation of James Horan as Interim Human Resources Director pending the nomination of person or persons for permanent appointment of Human Resources Director.
April 16, 2007:	Accept the report.
Action:	Accept the report. (Vote of 3 to 0)

0234-07-1 **Filling the vacancy of the position of Executive Officer – Personnel Matter. (Item No. 15)**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session. None.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Executive Officer. **(Action Item)**
The Commission voted to conduct a closed session. (Vote of 3 to 0)
Closed session convened at 3:54 p.m. with the following present:
President Thomas Ng
Commissioner Donald Casper
Commissioner Yu-Yee Wu
Kate Favetti, Executive Officer

1) PERSONNEL MATTER - Public Employee Appointment – Executive Officer (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)
Closed session ended at 5:14 p.m.

C) Reconvened in open session at 5:15 p.m.:
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).
The Commission voted not to disclose action taken in closed session. (Vote of 3 to 0)

April 2, 2007: Accept the report.

April 16, 2007: Accept the report.

Action: Accept the report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Wu requested additional information regarding grants and future contracts involving the Older Americans Act at the Human Services Agency and the City Attorney's opinion.

ADJOURNMENT

8:48 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

11:25 a.m. nsf

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MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

City Hall – Room 421
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Tuesday	May 8, 2007	10:45 a.m. – 12:00 p.m.*	Room 421

** Meeting end time approximate.*

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (File No. 0234-07-01) (ACTION ITEM)

A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER (DISCUSSION AND POSSIBLE ACTION ITEM)

Recommendation: Open for Discussion.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

B) Disclosure of action taken in closed session. (California Government Code Section 54957.1(a)(5); San Francisco Administrative Code Section 67.12(b)(4))

V. Adjournment

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted May 3, 2007

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda,* presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Civil Service Commission

May 08, 2007 - 10:45 A.m. Special Closed Session

Minutes of Special Meeting – Closed Session

Tuesday, May 8, 2007
10:45 a.m.

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I. The Special Meeting was called to order at 10:34 a.m.

Present: President Thomas T. Ng
Commissioner Donald A. Casper
Commissioner Yu-Yee Wu

Not Present: Vice President Alicia D. Becerril
Commissioner Morgan R. Gorrono

President Thomas T. Ng presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to conduct a closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Executive Officer (File No. 0234-07-1) (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 3 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – EXECUTIVE OFFICER (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 10:36 a.m. in City Hall, Room 421 and the following were present:

President Thomas T. Ng

Donald A. Casper, Commissioner

Yu-Yee Wu, Commissioner

Kate Favetti, Executive Officer, CSC

Closed Session ended at 12:08 p.m.

IV. Reconvened in open session at 12:08 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 3 to 0)

V. Adjournment

12:11 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
May 21, 2007

4:20 p.m. msf

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2:00 p.m.
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A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATION AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 21, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Thomas T. Ng
Vice President, Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of March 8, 2007

Recommendation: Approve.

Special Meeting of March 9, 2007

Recommendation: Approve.

Special Meeting of May 4, 2007

Recommendation: Approve.

Special Meeting of May 8, 2007

Recommendation: Approve.

Regular Meeting of May 7, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

COMMENDATION AGENDA

(5) Commendation for Kate Favetti, Executive Officer, Civil Service Commission, upon her retirement after 36 years of service to the City & County of San Francisco. (File No. 0392-07-1) – Action Item

Recommendation: Approve.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0393-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4147-06/07	Planning	$200,000	Will provide comprehensive urban forestry master planning relating to the integration of the Department of the Environment's Urban Forest Plan into the San Francisco General Plan.	Regular	06/30/08
4152-06/07	Juvenile Probation	$72,000	Will provide electronic monitoring services for eligible JPD youth. The service includes the provision of all necessary equipment, including alcohol monitoring systems, Global Positioning Systems, transmitters, receivers, and other equipment.	Regular	04/30/10
4153-06/07	Mayor's Office of Housing	$70,000	Will provide preparation of environmental review records, environmental assessments and environmental impact statements for the Mayor's Office of Housing (MOH) and the Mayor's Office of Community Development (MOCD) under the National Environmental Policy.	Regular	06/30/08
4154-06/07	Airport Commission	$4,000,000	Will provide updated SFO's strategic marketing plan to further develop and execute specific marketing campaigns to attract new airlines and assist airlines launching new routes to SFO, and create marketing programs in support of other revenue-generating.	Regular	06/30/11
4155-06/07	Planning	$260,000	Will develop the Japantown Better Neighborhood Plan which will set forth a land use and design framework, urban design guidelines, economic development and historic preservation strategies, as well as transportation improvements within the Project Area.	Regular	12/31/08
4156-06/07	Public Utilities Commission	$5,000,000	Will provide coordination and work plan preparation, Environmental document scoping, Alternative analyses and environmental documents for the San Francisco server.	Regular	06/30/10
4157-06/07	Municipal Transportation Agency	$750,000	Will provide documents that meet the requirements for an Environmental Impact Statement and an Environmental Impact Report for the Glen Park Community system Master Plan.	Regular	12/31/08

4158-06/07	Public Health	$2,700,000	Will provide clinical and financial software programming and implementation support to CCSF DPH IT staff for application systems included in the Siemens Medical Services Invision and Soarian products.	Regular	06/30/12
4159-06/07	Human Resources	$200,000	Will provide online harassment prevention training for supervisors and managers that meets the requirements of Government Code Section 12950.1.	Regular	05/31/10
4160-06/07	Elections	$3,258,321	Will provide ancillary services to support the current optical scan voting system. The services will range from the testing and programming of all precinct ballot counters and absentee ballot counters, to producing a ballot layout and counting ballots.	Regular	12/31/08
1010-07/08	Health Service System	$422,055	Will provide health benefit plan actuarial and consulting service. Services include developing rates; consulting with HSS staff; conducting studies of alternative healthcare plans; developing an estimated budget for all core benefit services.	Annual	06/30/08
1011-07/08	Health Service System	$100,000	Will administer COBRA benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals and conducting open enrollment for COBRA enrollees.	Annual	06/30/08
1012-07/08	Health Service System	$90,000	Will administer the Medical and Dependent Care Flexible Spending Account program for eligible CCSF employees.	Annual	06/30/08
1013-07/08	Health Service System	$92,800	Will provide the Administration of the Management Cafeterial Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/08
2001-99/00	Public Health	Increase Amount $2,400,000 New Amount $6,778,000	To provide intermittent, as-needed facility maintenance services above baseline civil service staffing levels to respond to maintenance projects, accreditation support, and emergency labor requirements.	Continuing	12/31/11
4072-05/06	Controller	Increase Amount $1,100,000 New Amount $3,200,000	Will perform a comprehensive transit service planning analysis for the San Francisco Metropolitan Transportation Authority to develop recommendations to increase service efficiency and effectiveness.	Regular	12/31/08
4025-06/07	Emergency Management	Increase Amount $0 New Amount $68,384	Will work with community organizations, business leaders, residents and faith organizations to develop and implement a Community Disaster Plan for SF's Chinatown Community.	Regular	12/31/07
4037-06/07	Emergency Management	Increase Amount $0 New Amount $148,500	Will institute Phase II of the Disaster Shelter Survey/Disaster Relief Database project to expand the shelter database to Marin and San Mateo Counties while adding enhancements to the website database that will directly benefit the 3 counties involved.	Regular	12/31/07
4051-06/07	Emergency Management	Increase Amount $0 New Amount $150,000	Will build on the work that was done in developing a Community Disaster Plan for District 5 in San Francisco by taking the best of the District 5 Plan and implementing similar versions of the plan in other Supervisorial Districts within San Francisco.	Regular	12/31/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Ratification of settlement agreement to remove restrictions of future employment for Virgilio Balaguer. (File No. 0394-07-7) – Action Item

Recommendation of the Department of Public Health: Adopt staff report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Charles Howell of the Position Based Testing job announcement for Manager II (PBT-0923) Manager of Expediting, Water System Improvement Program (WSIP). (File No. 0370-07-4) - Action Item

Recommendation: Open for discussion.

(9) Appeal by Kevin Hughes of the Position Based Testing job announcement #05369 for Class 7287, Supervising Electronic Maintenance Technician, Airport Only. (File No. 0162-07-4) - Action Item

Recommendation: Open for discussion.

(10) Certification of Salary of Elected Official (Treasurer) for Fiscal Year 2007 – 08 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (File No. 0842-06-1) – Action Item

January 2, 2007:	Accept the report.
February 5, 2007:	Postpone to the meeting of February 20, 2007.
February 20, 2007:	Postpone to the meeting of March 5, 2007.
March 5, 2007:	Accept the report.
April 2, 2007:	Accept the report.

File No. 0842-06-1 (continued)

April 16, 2007:	Accept the report; Certify the salary and benefits of elected officials in accordance with Charter Section A8.409-1 no later than May 7, 2007.
May 7, 2007:	Staff to again review the counties' salary of Treasurer and submit to Commission for review at the meeting of May 21, 2007; Accept the report; Certify the salary and benefits of elected officials, except Treasurer (***Salary Only***) in accordance with Charter Section A8.409-1; Forward to the Mayor's Budget Office for inclusion in the FY 2007-08 Budget being transmitted to the Board of Supervisors on June 1, 2007.
Recommendation:	Open for discussion.

(11) **Appeal by Linda Migliore of the Human Resources Director's finding of insufficient evidence to sustain the charge of discrimination. (File No. 0836-06-6) – Action Item**

March 19, 2007:	Postpone to the meeting of April 16, 2007 at the request of Matthew Ming, Attorney.
April 16, 2007:	Postpone to the meeting of May 21, 2007 at the request of Matthew Ming, Attorney. The Commission stipulated this will be the last postponement granted.
Recommendation:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Linda Migliore.

(12) **Appeal by Kristina Wuslich of the Human Resources Director's decision to administratively close her complaint of retaliation. (File No. 0468-06-6) - Action Item**

Recommendation of the Public Utilities Commission:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Kristina Wuslich.

(13) **Appeal by Michael DeLane of the Human Resources Director's denial of protest to the H – 30 Fire Captain's examination. (File No. 0263-07-4) – Action Item**

Recommendation of the Human Resources Director:	Adopt the report and deny the appeal by Michael DeLane.

(14) **Appeal by Rodrigo Izquierdo of the Human Resources Director's denial of protest to the H – 30 Fire Captain's examination. (File No. 0283-07-4) – Action Item**

Recommendation of the Human Resources Director:	Adopt the report and deny the appeal by Rodrigo Izquierdo.

(15) Appeal by the San Francisco Black Firefighters' Association of the Human Resources Director's denial of protest to the H – 30 Fire Captain's examination. (File No. 0229-07-4) – Action Item

Recommendation: Adopt the report and deny the appeal by the San Francisco Black Firefighters' Association

(16) Request by the Lawyers' Committee for Civil Rights of the San Francisco Bay Area ("Lawyers' Committee") to stay promotions at the San Francisco Fire Department in Class H – 30 Captain in order to investigate allegations of irregularities in the examination process, administration and scoring that violates Civil Service Commission Rules. (File No. 0150-07-4) – Discussion and Possible Action

March 19, 2007: Postpone to the meeting of May 7, 2007 after 5:00 p.m. The Commission directed the Department of Human Resources to provide the Commission its responses to all H – 30 Captain exam protests, for the Black Firefighters Association to provide supporting documents that substantiate their allegations and that the Department of Human Resources refrain from making decisions on promotions until this matter is heard by the Civil Service Commission.

May 7, 2007: Postpone to the meeting of May 21, 2007. The Department of Human Resources to submit staff reports for the pending appeals of the H – 30 Captain's examination.

Recommendation: Open for discussion.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(17) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

(18) Filling the vacancy of the position of Human Resources Director – Personnel Matter. (File No. 0841-06-1) – Discussion and Possible Action

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Human Resources Director. **(Action Item)**

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item) California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

C) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

January 2, 2007:	Accept the report.
February 20, 2007:	Accept the report.
March 5, 2007:	Postpone to the meeting of March 19, 2007.
March 19, 2007:	Amend and reissue the Human Resources Director's job announcement.
April 2, 2007:	Directed staff to forward to the Mayor the recommendation of James Horan as Interim Human Resources Director pending the nomination of person or persons for permanent appointment of Human Resources Director.
April 16, 2007:	Accept the report.
May 7, 2007:	Accept the report.
Recommendation:	Open for discussion.

EXECUTIVE OFFICER'S REPORT

(19) Final Report Fiscal Year 2006 – 07 Goals and Objectives as of May 21, 2007. (File No. 0397-07-1) – Action Item

Recommendation: Accept the report.

(20) Rules Summary and Suggested Rules Amendments. (File No. 0399-07-5) – Action Item

Recommendation: Accept the report.

(21) Final Report to the Civil Service Commission from Kate Favetti, Executive Officer. (File No. 0400-07-1) – Action Item

Recommendation: Accept the report.

(22) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(23) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(24) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
May 21, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

GAVIN NEWSOM
MAYOR

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

DOCUMENTS DEPT
MAY 25 2007
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:05 p.m.

ROLL CALL

President Thomas T. Ng	Not Present
Vice President, Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Yu-Yee Wu	Present

Vice President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Phillip Ginsburg, Mayor's Chief of Staff congratulated Kate Favetti, Executive Officer on her retirement after 36 years of service to the City and County of San Francisco.

APPROVAL OF MINUTES

Special Meeting of March 8, 2007

Action: Postpone to the meeting of June 4, 2007. (Vote of 4 to 0)

Special Meeting of March 9, 2007

Action: Approve. (Vote of 3 to 0; Commissioner Gorrono recused.) (Vote of 4 to 0))

Special Meeting of May 4, 2007

Action: Postpone to the meeting of June 4, 2007. (Vote of 4 to 0)

Special Meeting of May 8, 2007

Action: Postpone to the meeting of June 4, 2007. (Vote of 4 to 0)

Regular Meeting of May 7, 2007

Action: Postpone to the meeting of June 4, 2007. (Vote of 4 to 0)

COMMENDATION AGENDA

0392-07-1 **Commendation for Kate Favetti, Executive Officer, Civil Service Commission, upon her retirement after 36 years of service to the City & County of San Francisco. (Item No. 5)**

Speakers: The Commissioners extended accolades to Mrs. Favetti and wished her the best of health and happiness in her retirement.

Action: Approve. (Vote of 4 to 0)

0393-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4147-06/07	Planning	$200,000	Will provide comprehensive urban forestry master planning relating to the integration of the Department of the Environment's Urban Forest Plan into the San Francisco General Plan.	Regular	06/30/08
4152-06/07	Juvenile Probation	$72,000	Will provide electronic monitoring services for eligible JPD youth. The service includes the provision of all necessary equipment, including alcohol monitoring systems, Global Positioning Systems, transmitters, receivers, and other equipment.	Regular	04/30/10
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4155-06/07	Planning	$260,000	Will develop the Japantown Better Neighborhood Plan which will set forth a land use and design framework, urban design guidelines, economic development and historic preservation strategies, as well as transportation improvements within the Project Area.	Regular	12/31/08
4156-06/07	Public Utilities Commission	$5,000,000	Will provide coordination and work plan preparation, Environmental document scoping, Alternative analyses and environmental documents for the San Francisco server.	Regular	06/30/10
4157-06/07	Municipal Transportation Agency	$750,000	Will provide documents that meet the requirements for an Environmental Impact Statement and an Environmental Impact Report for the Glen Park Community system Master Plan.	Regular	12/31/08
4158-06/07	Public Health	$2,700,000	Will provide clinical and financial software programming and implementation support to CCSF DPH IT staff for application systems included in the Siemens Medical Services Invision and Soarian products.	Regular	06/30/12
4159-06/07	Human Resources	$200,000	Will provide online harassment prevention training for supervisors and managers that meets the requirements of Government Code Section 12950.1.	Regular	05/31/10

4160-06/07	Elections	$3,258,321	Will provide ancillary services to support the current optical scan voting system. The services will range from the testing and programming of all precinct ballot counters and absentee ballot counters, to producing a ballot layout and counting ballots.	Regular	12/31/08
1010-07/08	Health Service System	$422,055	Will provide health benefit plan actuarial and consulting service. Services include developing rates; consulting with HSS staff; conducting studies of alternative healthcare plans; developing an estimated budget for all core benefit services.	Annual	06/30/08
1011-07/08	Health Service System	$100,000	Will administer COBRA benefits for eligible resigned, laid-off and separated members of the Health Service System. Services include providing required initial COBRA notice, enrolling eligible individuals and conducting open enrollment for COBRA enrollees.	Annual	06/30/08
1012-07/08	Health Service System	$90,000	Will administer the Medical and Dependent Care Flexible Spending Account program for eligible CCSF employees.	Annual	06/30/08
1013-07/08	Health Service System	$92,800	Will provide the Administration of the Management Cafeterial Plan for eligible members including communications, enrollment processing, third-party vendor management, premium reconciliation and payment to applicable vendors.	Annual	06/30/08
2001-99/00	Public Health	Increase Amount $2,400,000 New Amount $6,778,000	To provide intermittent, as-needed facility maintenance services above baseline civil service staffing levels to respond to maintenance projects, accreditation support, and emergency labor requirements.	Continuing	12/31/11
4072-05/06	Controller	Increase Amount $1,100,000 New Amount $3,200,000	Will perform a comprehensive transit service planning analysis for the San Francisco Metropolitan Transportation Authority to develop recommendations to increase service efficiency and effectiveness.	Regular	12/31/08
4025-06/07	Emergency Management	Increase Amount $0 New Amount $68,384	Will work with community organizations, business leaders, residents and faith organizations to develop and implement a Community Disaster Plan for SF's Chinatown Community.	Regular	12/31/07
4037-06/07	Emergency Management	Increase Amount $0 New Amount $148,500	Will institute Phase II of the Disaster Shelter Survey/Disaster Relief Database project to expand the shelter database to Marin and San Mateo Counties while adding enhancements to the website database that will directly benefit the 3 counties involved.	Regular	12/31/07
4051-06/07	Emergency Management	Increase Amount $0 New Amount $150,000	Will build on the work that was done in developing a Community Disaster Plan for District 5 in San Francisco by taking the best of the District 5 Plan and implementing similar versions of the plan in other Supervisorial Districts within San Francisco.	Regular	12/31/07

Speakers: Andres Power, Planning and Grace Ma, Urban Forestry Council spoke on PSC #4147-06/07.
Allison Magee, Juvenile Probation spoke on PSC #4152-06/07.
Galen Leung and Kandace Bender, Airport spoke on PSC #4154-06/07.
Peter Albert, Municipal Transportation Agency spoke on PSC #4157-06/07.

0393-07-8 (continued)

David Counter, Jacquie Hale and Deborah Vincent-James, Department of Public Health spoke on PSC #4158-06/07.
Pierre Barolette, Department of Elections spoke on PSC #4160-06/07.
Bart Duncan, Health Service System spoke on PSC #1010-07/08.
Jacquie Hale and Carlos Vialva, Department of Public Health spoke on PSC #2001-99/00.
Esther Reyes and Sally Allen, Controller spoke on PSC #4072-05/06.
Rob Stengel, Emergency Management spoke on PSC #4025-06/07 and 4051-06/07.

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0394-07-7 **Ratification of settlement agreement to remove restrictions of future employment for Virgilio Balaguer. (Item No. 7)**

Speakers: Robert Thomas, Department of Public Health
Mo Kashmiri, SEIU Local 1021

Action: Adopt staff report. Ratify the settlement agreement to remove restrictions of future employment for Virgilio Balaguer. (Vote of 3 to 1; Commissioner Gorrono dissents on the basis that not enough information was provided on the background of the issue.)

0370-07-4 **Appeal by Charles Howell of the Position Based Testing job announcement for Manager II (PBT-0923) Manager of Expediting, Water System Improvement Program (WSIP). (Item No. 8)**

Speakers: None.

Action: Deny the appeal by Charles Howell. (Vote of 4 to 0)
Mr. Howell failed to appear.

0162-07-4 **Appeal by Kevin Hughes of the Position Based Testing job announcement #05369 for Class 7287, Supervising Electronic Maintenance Technician, Airport Only. (Item No. 9)**

Speakers: Karen Taylor, Department of Human Resources
Kevin Hughes, IBEW Local 6

Action: Deny the appeal by Kevin Hughes in that there is no "live" job announcement. (Vote of 4 to 0)

0842-06-1 **Certification of Salary of Elected Official (Treasurer) for Fiscal Year 2007 – 08 of the City and County of San Francisco in accordance with Charter Section A8.409-1. (Item No. 10)**

January 2, 2007:	Accept the report.
February 5, 2007:	Postpone to the meeting of February 20, 2007.
February 20, 2007:	Postpone to the meeting of March 5, 2007.
March 5, 2007:	Accept the report.
April 2, 2007:	Accept the report.
April 16, 2007:	Accept the report; Certify the salary and benefits of elected officials in accordance with Charter Section A8.409-1 no later than May 7, 2007.
May 7, 2007:	Staff to again review the counties' salary of Treasurer and submit to Commission for review at the meeting of May 21, 2007; Accept the report; Certify the salary and benefits of elected officials, except Treasurer (***Salary Only***) in accordance with Charter Section A8.409-1; Forward to the Mayor's Budget Office for inclusion in the FY 2007-08 Budget being transmitted to the Board of Supervisors on June 1, 2007.
Speakers:	Sandra Eng, Civil Service Commission
Action:	Accept the report; Certify the salary of Treasurer in accordance with Charter Section A8.409-1; Forward to the Mayor's Budget Office for inclusion in the FY 2007-08 Budget being transmitted to the Board of Supervisors on June 1, 2007. (Vote of 3 to 1; Commissioner Becerril dissents.)

0836-06-6 **Appeal by Linda Migliore of the Human Resources Director's finding of insufficient evidence to sustain the charge of discrimination. (Item No. 11)**

March 19, 2007:	Postpone to the meeting of April 16, 2007 at the request of Matthew Ming, Attorney.
April 16, 2007:	Postpone to the meeting of May 21, 2007 at the request of Matthew Ming, Attorney. The Commission stipulated this will be the last postponement granted.
Speakers:	Linda Simon, Department of Human Resources Diana Garcia, Department of Human Resources Matthew Ming, Attorney Linda Migliore, Appellant Terry Daniel, Recreation and Park

0836-06-6 (continued)

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Linda Migliore. (Vote of 4 to 0)

0468-06-6 **Appeal by Kristina Wuslich of the Human Resources Director's decision to administratively close her complaint of retaliation. (Item No. 12)**

Speakers: None.

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Kristina Wuslich. (Vote of 4 to 0) Ms. Wuslich failed to appear.

0263-07-4 **Appeal by Michael DeLane of the Human Resources Director's denial of protest to the H – 30 Fire Captain's examination. (Item No. 13)**

Speakers: None.

Action: Adopt the report and deny the appeal by Michael DeLane. (Vote of 4 to 0) Mr. DeLane failed to appear.

0283-07-4 **Appeal by Rodrigo Izquierdo of the Human Resources Director's denial of protest to the H – 30 Fire Captain's examination. (Item No. 14)**

Speakers: Bruce Topp, Department of Human Resources
Rodrigo Izquierdo, Appellant
Deputy Chief Gary Massetani, San Francisco Fire Department

Action: Adopt the report and deny the appeal by Rodrigo Izquierdo. (Vote of 4 to 0)

0229-07-4 **Appeal by the San Francisco Black Firefighters' Association of the Human Resources Director's denial of protest to the H – 30 Fire Captain's examination. (Item No. 15)**

Speakers: Bruce Topp, Department of Human Resources
Chief Joanne Hayes-White, San Francisco Fire Department
Dave Johnson, San Francisco Fire Department
Kevin Smith, President, Black Firefighters Association

Action: Adopt the report and deny the appeal by the San Francisco Black Firefighters' Association. (Vote of 3 to 1; Commissioner Wu dissents.)

0150-07-4 **Request by the Lawyers' Committee for Civil Rights of the San Francisco Bay Area ("Lawyers' Committee") to stay promotions at the San Francisco Fire Department in Class H – 30 Captain in order to investigate allegations of irregularities in the examination process, administration and scoring that violates Civil Service Commission Rules. (Item No. 16)**

March 19, 2007: Postpone to the meeting of May 7, 2007 after 5:00 p.m. The Commission directed the Department of Human Resources to provide the Commission its responses to all H – 30 Captain exam protests, for the Black Firefighters Association to provide supporting documents that substantiate their allegations and that the Department of Human Resources refrain from making decisions on promotions until this matter is heard by the Civil Service Commission.

May 7, 2007: Postpone to the meeting of May 21, 2007. The Department of Human Resources to submit staff reports for the pending appeals of the H – 30 Captain's examination.

Speakers: Diana Tate, Staff Attorney

Action: Deny the request to stay promotions at the San Francisco Fire Department in Class H – 30 Captain. (Vote of 3 to 1; Commissioner Wu dissents.)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 17)

No updates.

0841-06-1 **Filling the vacancy of the position of Human Resources Director – Personnel Matter. (Item No. 18)**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session. None.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Human Resources Director. **(Action Item)**
The Commission voted to conduct a closed session. (Vote of 4 to 0)
Closed session convened at 8:30 p.m. with the following present:
Vice President Alicia Becerril
Commissioner Donald Casper
Commissioner Morgan Gorrono
Commissioner Yu-Yee Wu
Kate Favetti, Executive Officer
Anita Sanchez, Assistant Executive Officer
Sandra Eng, Civil Service Commission
Gloria Sheppard, Civil Service Commission

0841-06-1 (continued)

1) PERSONNEL MATTER - Public Employee Appointment – Human Resources Director (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)
Closed session ended at 8:35 p.m.

C) Reconvened in open session at 8:36 p.m.:
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).
The Commission voted not to disclose action taken in closed session. (Vote of 4 to 0)

January 2, 2007:	Accept the report.
February 20, 2007:	Accept the report.
March 5, 2007:	Postpone to the meeting of March 19, 2007.
March 19, 2007:	Amend and reissue the Human Resources Director's job announcement.
April 2, 2007:	Directed staff to forward to the Mayor the recommendation of James Horan as Interim Human Resources Director pending the nomination of person or persons for permanent appointment of Human Resources Director.
April 16, 2007:	Accept the report.
May 7, 2007:	Accept the report.
Action:	Accept the report. (Vote of 4 to 0)

EXECUTIVE OFFICER'S REPORT

0397-07-1 **Final Report Fiscal Year 2006 – 07 Goals and Objectives as of May 21, 2007. (Item No. 19)**

Speakers: Kate Favetti, Executive Officer

Recommendation: Accept the report. (Vote of 4 to 0)

0399-07-5 **Rules Summary and Suggested Rules Amendments. (Item No. 20)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 4 to 0)

0400-07-1 **Final Report to the Civil Service Commission from Kate Favetti, Executive Officer. (Item No. 21)**

Speakers: Kate Favetti, Executive Officer

Action: Accept the report. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Gorrono requested copies of all eligible lists on a weekly basis.

Commissioner Gorrono requested an overview of the Department of Human Resources' discrimination related complaints resolved by the Department of Human Resources and not appealed to the Civil Service Commission.

Commissioner Gorrono also raised the possibility of holding weekly meetings in order to handle the backlog of appeals.

ADJOURNMENT

8:58 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/07

THOMAS T. NG
PRESIDENT

ALICIA D. BECERRIL
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

ORGAN R. GORRONO
COMMISSIONER

YU-YEE WU
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
June 4, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

10:45 a.m. msf
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/AN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 4, 2007
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Thomas T. Ng
Vice President Alicia D. Becerril
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of March 8, 2007

May 21, 2007: Postpone to the meeting of June 4, 2007.

Recommendation: Approve.

Special Meeting of May 4, 2007

May 21, 2007: Postpone to the meeting of June 4, 2007.

Recommendation: Approve.

Special Meeting of May 8, 2007

May 21, 2007: Postpone to the meeting of June 4, 2007.

Recommendation: Approve.

Regular Meeting of May 7, 2007

May 21, 2007: Postpone to the meeting of June 4, 2007.

Recommendation: Approve.

Regular Meeting of May 21, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(5) **ELECTION OF OFFICERS – (File No. 0411-07-1) - Action Item**

Recommendation: Open for discussion

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Review of request for approval of proposed personal services contracts. (File No. 0412-07-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4161-06/07	Public Utilities Commission	$100,000	Will provide consultation, document review, revision and preparation; advice and expert comment on cultural resource and historical significance issues for many Water System Improvement Programs (WSIP).	Regular	07/30/10
4162-06/07	Mayor's Office of Public Finance	$125,000	Will provide financial advisory services pertaining to municipal debt, in particular certificates of participation (the "Peaker Project"). This service will include financial and legal analyses to size, price, and market bonds effectively.	Regular	05/01/08
4163-06/07	Tele-communication & Information Services	Increase Amount $50,000 New Amount $100,000	Will provide video streaming media services of SFGTV, the SF Govt. Channel; host and store up to one year's achieve of video on the internet for the Board of Supervisors meetings, City commission meetings, Mayor's press conferences, and others, as necessary.	Regular	01/01/11

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Clifford Johnson for background rejection in Class 9163 Transit Operator. (File No. 0310-07-4) - Action Item

Recommendation of the Director of Transportation:	Adopt the report. Sustain the decision of the Municipal Transportation Agency; deny the appeal by Clifford Johnson.

(8) Appeal by Gregory Martin of the Human Resources Director's decision to administratively close his EEO complaint. (File No. 0717-06-6) - Action Item

March 19, 2007:	Postpone to the meeting of April 2, 2007 at the request of Gregory Martin.
April 2, 2007:	Postpone to the meeting of June 4, 2007 at the request of Gregory Martin.
Recommendation of the Human Resources Director:	Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Gregory Martin.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(9) General Update of the Department of Human Resources Activities and Issues.

Recommendation:	Discussion only.

EXECUTIVE OFFICER'S REPORT

(10) For Immediate Response: Proposed Amendments to the City Charter by amending Sections 2.113 and 3.100 to require the Mayor or four or more members of the Board of Supervisors proposing to submit an initiative to the voters to submit the measure to the Board of Supervisors first for public hearing (BOS File No. 070677) (File No. 0414-07-1)

Recommendation:	Open for discussion.

(11) Filling the vacancy of the position of Executive Officer – Personnel Matter. (File No. 0234-07-1) – Discussion and Possible Action

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Executive Officer. **(Action Item)**

1) PERSONNEL MATTER - Public Employee Appointment – Executive Officer (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)

C) Reconvene in open session:
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).

April 2, 2007: Accept the report.

April 16, 2007: Accept the report.

May 7, 2007: Accept the report.

Recommendation: Open for discussion.

(12) <u>REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION</u>

(13) <u>COMMISSIONERS' ANNOUNCEMENTS/REQUESTS</u>

(14) <u>ADJOURNMENT</u>

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

1/07

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
TING EXECUTIVE OFFICER

MINUTES
Regular Meeting
June 4, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

President Thomas T. Ng	Present
Vice President Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Yu-Yee Wu	Present

President Thomas Ng presided.

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PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of March 8, 2007

May 21, 2007: Postpone to the meeting of June 4, 2007.

Action: Approve. (Vote of 3 to 0; Commissioners Becerril and Casper recused.) (Vote of 5 to 0)

Special Meeting of May 4, 2007

May 21, 2007: Postpone to the meeting of June 4, 2007.

Action: Approve. (Vote of 3 to 0; Commissioners Becerril and Gorrono recused.) (Vote of 5 to 0)

Special Meeting of May 8, 2007

May 21, 2007: Postpone to the meeting of June 4, 2007.

Action: Approve. (Vote of 3 to 0; Commissioners Becerril and Gorrono recused.) (Vote of 5 to 0)

APPROVAL OF MINUTES (continued)

Regular Meeting of May 7, 2007

May 21, 2007: Postpone to the meeting of June 4, 2007.

Action: Approve. (Vote of 3 to 0; Commissioners Becerril and Gorrono recused.) (Vote of 5 to 0)

Regular Meeting of May 21, 2007

Action: Approve. (Vote of 4 to 0; President Thomas Ng recused.) (Vote of 5 to 0)

0411-07-1 **ELECTION OF OFFICERS – (Item No. 5)**

Action: Commissioner Alicia Becerril was elected President for the term of office ending May 31, 2008. (Vote of 5 to 0) Commissioner Donald Casper was elected Vice President for the term of office ending May 31, 2008. (Vote of 4 to 1; Commissioner Morgan R. Gorrono dissents)

0412-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4161-06/07 *Withdrawn*	Public Utilities Commission	$100,000	Will provide consultation, document review, revision and preparation; advice and expert comment on cultural resource and historical significance issues for many Water System Improvement Programs (WSIP).	Regular	07/30/10
4162-06/07	Mayor's Office of Public Finance	$125,000	Will provide financial advisory services pertaining to municipal debt, in particular certificates of participation (the "Peaker Project"). This service will include financial and legal analyses to size, price, and market bonds effectively.	Regular	05/01/08
4163-06/07	Tele-communication & Information Services	Increase Amount $50,000 New Amount $100,000	Will provide video streaming media services of SFGTV, the SF Govt. Channel; host and store up to one year's achieve of video on the internet for the Board of Supervisors meetings, City commission meetings, Mayor's press conferences, and others, as necessary.	Regular	01/01/11

Speakers: Jack Chin, Department of Telecommunications & Information Services spoke on PSC #4163-06/07.

Action: Withdraw PSC #4161-06/07 at the request of the Public Utilities Commission; Adopt the Human Resources Director's report on PSC #4162-06/07 and 4163-06/07. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0310-07-4 **Appeal by Clifford Johnson for background rejection in Class 9163 Transit Operator. (Item No. 7)**

Speakers: Michael Casey, Municipal Transportation Agency

Action: Adopt the report. Sustain the decision of the Municipal Transportation Agency; deny the appeal by Clifford Johnson. (Vote of 5 to 0) Mr. Johnson failed to appear.

0717-06-6 **Appeal by Gregory Martin of the Human Resources Director's decision to administratively close his EEO complaint. (Item No. 8)**

March 19, 2007: Postpone to the meeting of April 2, 2007 at the request of Gregory Martin.

April 2, 2007: Postpone to the meeting of June 4, 2007 at the request of Gregory Martin.

Speakers: None.

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Gregory Martin. (Vote of 5 to 0) Mr. Martin failed to appear.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 9)

No updates.

EXECUTIVE OFFICER'S REPORT

0414-07-1 **For Immediate Response: Proposed Amendments to the City Charter by amending Sections 2.113 and 3.100 to require the Mayor or four or more members of the Board of Supervisors proposing to submit an initiative to the voters to submit the measure to the Board of Supervisors first for public hearing (BOS File No. 070677) (Item No. 10)**

Action: Accept the report. (Vote of 5 to 0)

0234-07-1 **Filling the vacancy of the position of Executive Officer – Personnel Matter. (Item No. 11)**

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session. None.

B) Vote on whether to hold closed session pursuant to San Francisco Administrative Code Section 67.10 (b) and California Government Code Section 54957 (b) (1) - Public Employee Appointment – Executive Officer. **(Action Item)**
The Commission voted to conduct a closed session. (Vote of 5 to 0)
Closed session convened at 2:43 p.m. with the following present:
President Thomas Ng
Vice President Alicia Becerril
Commissioner Donald Casper
Commissioner Morgan Gorrono
Commissioner Yu-Yee Wu
Sandra Eng, Civil Service Commission

1) PERSONNEL MATTER - Public Employee Appointment – Executive Officer (Discussion and Possible Action Item)
California Government Code Section 54957 (b) (1) and San Francisco Administrative Code Section 67.10 (b)
Closed session ended at 2:53 p.m.

C) Reconvened in open session at 2:53 p.m.:
1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12(b) (4).
The Commission voted to disclose action but not the discussion taken in closed session. (Vote of 5 to 0)

April 2, 2007:	Accept the report.
April 16, 2007:	Accept the report.
May 7, 2007:	Accept the report.
Action:	Appoint Anita Sanchez to fill the position of Executive Officer of the Civil Service Commission effective July 1, 2007. Compensation to be at top of Range A.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Sylvia Johnson, a member of the public made comments.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

President Thomas Ng requested commissioner badges for himself and any other commissioner who has not received one.

Commissioner Gorrono submitted a list of names of Police Officers and requested that they receive awards of commendation from the Civil Service Commission.

Commissioner Casper commented on the merit system issues of the proposed Charter Amendments for the Municipal Transportation Agency.

ADJOURNMENT

3:10 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

8/07

LICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

RGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
NG EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
June 18, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

10:40 a.m. msf
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JUN 14 2007
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AN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
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Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

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All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 18, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of June 4, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0425-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4164-06/07	Mayor's Office	$300,000	Will provide state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/08
4165-06/07	Mayor's Office	$300,000	Will provide federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/08
4166-06/07	Airport	$1,300,000	Will provide security systems integration services to enhance the security of S.F. International Airport's perimeter. The Airport participated in a TSA Airport Perimeter Security Tech. Enhancement Grant Program and was selected based on its proposal.	Regular	06/30/09
4167-06/07	Arts Commission	$55,000	Will provide art enrichment curatorial research for artist recruitment and art enrichment projects at McLaren Park, Joseph Lee Recreation Center and other arts commission projects.	Regular	05/15/08
4168-06/07	Port	$350,000	Will provide professional services for Portwide Utility Mapping Project to convert paper based Port's 7 ½ mile waterfront jurisdiction utility maps to electronic format, update it to reflect current condition and add additional infrastructure features.	Regular	05/31/10
4169-06/07	Public Utilities Commission	$2,000,000	Will provide preparation of a habitat conservation plan for the Alameda Watershed.	Regular	05/31/11
4170-06/07	Public Utilities Commission	$350,000	Will provide preparation of the environmental impact report and environmental impact statement as required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Alameda Watershed HCP.	Regular	05/31/12
4171-06/07	Public Utilities Commission	$4,800,000	Will provide environmental analysis services for the Water System Improvement Program's San Joaquin Pipeline #4 Project.	Regular	11/30/10
4172-06/07	Public Utilities Commission	$150,000	Will provide distributed control system interface, and water system reporting. The services include working with industrial databases, relational databases, web, .net framework, office tools and other programming languages.	Regular	06/14/08
4173-06/07	Public Utilities Commission	$480,000	Will provide biofuel transfer station operating services. The SF Public Utilities Commission is seeking an experienced contractor to develop and operate a biofuel transfer station to process waste cooking oil.	Regular	06/30/10

4034-05/06	Airport Commission	Increase Amount $6,826,000 New Amount $8,500,000	Will provide maintenance and technical support to insure the operation of certain Common Use Terminal Equipment (CUTE) which is an integrated electronic and computerized communications system that is shared by all of the SFIA tenant airlines.	Regular	06/30/12
4076-04/05	Airport Commission	Increase Amount $140,000 New Amount $200,000	Will provide air passenger survey data regarding the quality of the Airport's facilities and services; conducted on several occasions during the year.	Regular	06/30/10
4020-01/02	Municipal Transportation Agency	Increase Amount $2,563,000 New Amount $18,563,000	Will perform quality assurance, project controls, construction management, public relations, materials testing, surveying and underground utility locating, for Phase I of the Third St. Light Rail Transit Project.	Regular	12/31/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(6) Request to grant permanent status in Job Code 1404, Clerk to Rita Galicia. (File No. 0426-07-1) – Action Item

Recommendation of the Director of Transportation: Grant permanent status in Job Code 1404 to Rita Galicia.

(7) Request to grant permanent status in Job Code 1404, Clerk to Maisy Leong. (File No. 0427-07-1) – Action Item

Recommendation of the Director of Transportation: Grant permanent status in Job Code 1404 to Maisy Leong.

(8) Semi-Annual Status Grant Report for Permanent Civil Service (PCS) Municipal Executive's Association (MEA) employees allocated into MCCP job codes. (File No. 0428-07-1) – Action Item

Recommendation: Adopt the status report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Review of request for approval of proposed personal services contracts. (File No. 0429-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4174-06/07	Airport Commission	$400,000	Will provide conceptual design for Terminal 2 renovation from the former 10-gate International Terminal to a 14-gate domestic terminal, including a design for the inbound-baggage system, addition of a third-level mezzanine with elevators.	Regular	12/31/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

(10) General Update of the Department of Human Resources Activities and Issues.

Recommendation: Discussion only.

EXECUTIVE OFFICER'S REPORT

(11) Review of Merit System Related Issues of two Proposed Charter Amendments regarding the Municipal Transportation Agency (MTA) (BOS No. 070727-1 and BOS No. 070731-1). (File No. 0435-07-1) – Action Item

Recommendation: Open for discussion.

(12) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(13) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

07

LICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

RGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
NG EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 18, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Yu-Yee Wu	Present

President Alicia Becerril presided.

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PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Farbod Pirouzmand, IFPTE Local 21 indicated that he wished to sever PSC #4020-01/02.

APPROVAL OF MINUTES

Regular Meeting of June 4, 2007

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

President Alicia Becerril presented outgoing President Thomas Ng with a plaque to commemorate his term as President from October 2006 to June 2007.

0425-07-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4164-06/07	Mayor's Office	$300,000	Will provide state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Regular	06/30/08
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4020-01/02	Municipal Transportation Agency	Increase Amount $2,563,000 New Amount $18,563,000	Will perform quality assurance, project controls, construction management, public relations, materials testing, surveying and underground utility locating, for Phase 1 of the Third St. Light Rail Transit Project.	Regular	12/31/08

0425-07-8 (continued)

Speakers: Aimee Albertson Alden, Mayor's Office spoke on PSC #4164-06/07 and PSC #4165-06/07.
Galen Leung and Reuben Halili, Airport spoke on PSC #4166-06/07.
Susan Pontious, Arts Commission spoke on PSC #4167-06/07.
Norma Nelson and Arnel Prestosa, Port spoke on PSC #4168-06/07.
James Howell, Public Utilities Commission spoke on PSC #4169-06/07 and PSC #4170-06/07.
Pauson Yun and Bill Idzerda, Public Utilities Commission spoke on PSC #4171-06/07.
Galen Leung, Airport spoke on PSC #4034-05/06.
Gregg Wilcox, Municipal Transportation Agency and Farbod Pirouzmand, IFPTE Local 21 spoke on PSC #4020-01/02.

Action: Adopt the Human Resources Director's report on PSC #4020-01/02 on the condition that the Municipal Transportation Agency, in December report to the Civil Service Commission on its progress in the creation of a Bureau or Unit to perform cost-estimating scheduling and claims analysis on future capital improvement projects. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0426-07-1 **Request to grant permanent status in Job Code 1404, Clerk to Rita Galicia. (Item No. 6)**

Speakers: Suzanne Wong, Municipal Transportation Agency
Rita Galicia, Appellant

Action: Grant permanent status in Job Code 1404 to Rita Galicia. (Vote of 5 to 0)

0427-07-1 **Request to grant permanent status in Job Code 1404, Clerk to Maisy Leong. (Item No. 7)**

Speakers: Suzanne Wong, Municipal Transportation Agency

Action: Grant permanent status in Job Code 1404 to Maisy Leong. (Vote of 5 to 0)

0428-07-1 **Semi-Annual Status Grant Report for Permanent Civil Service (PCS) Municipal Executive's Association (MEA) employees allocated into MCCP job codes. (Item No. 8)**

Speakers: None.

Action: Adopt the status report. (Vote of 5 to 0)

0429-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 9)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4174-06/07	Airport Commission	$400,000	Will provide conceptual design for Terminal 2 renovation from the former 10-gate International Terminal to a 14-gate domestic terminal, including a design for the inbound-baggage system, addition of a third-level mezzanine with elevators.	Regular	12/31/07

Speakers: Galen Leung, Airport

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S ANNOUNCEMENTS

General Update of the Department of Human Resources Activities and Issues. (Item No. 10)

No update.

EXECUTIVE OFFICER'S REPORT

0435-07-1 **Review of Merit System Related Issues of two Proposed Charter Amendments regarding the Municipal Transportation Agency (MTA) (BOS No. 070727-1 and BOS No. 070731-1). (Item No. 11)**

Speakers: Criss Romero, IFPTE Local 21
Irwin Lum, President, TWU Local 250-A

Action: The Commission requested a legal opinion as to whether the decisions of the Court of Appeals constitute general laws. The Commission directed the Acting Executive Officer to draft a response using the synopsis of Commissioner Casper's comments as a starting point.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(1) Commissioner Gorrono inquired about his request to have the Minutes of the meeting of June 4, 2007 amended to include the names he submitted for recognition. The Acting Executive Officer informed Commissioner Gorrono that she is awaiting from the Deputy City Attorney the drafting of a city-wide criterion on policies and procedures regarding the presentation of awards and commendations from the Commission. The matter will be calendared at a future meeting.

(2) Commissioner Wu requested clarification of the process of how appeals come to the Civil Service Commission agenda in terms of jurisdiction and who decides who has jurisdiction; basically, what is the process our own Commission follows; how long does it take to get an appeal calendared on the Agenda; what is the process for determining when an appeal is to come before the Civil Service Commission?

ADJOURNMENT

4:17 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
ACTING EXECUTIVE OFFICER

AGENDA

10:45 a.m. usf
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Regular Meeting
of
July 2, 2007

2:00 p.m.
ROOM 400, CITY HALL
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REGULAR AGENDA

SEPARATION AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
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H. Speaking before the Civil Service Commission
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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 2, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President, Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of June 18, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0458-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4176-06/07	Police	$575,000	Will provide software application and database for an Early Intervention System that will record and track the occurrence of various "indicators", such as but not limited to citizen complaints, use of force, internal affairs complaints, and accidents.	Regular	07/31/08
4177-06/07	Human Resources	$500,000	Will assist DHR and SFPD developing an advertising campaign for print, radio, and television media, and will also advertise on billboards, Muni and AC Transit buses, and in BART Stations.	Regular	06/30/08
4178-06/07	Sheriff	$200,000	Will provide inter-county/inter-state prisoner transportation services throughout California and the United States pursuant to court orders or lawful arrest warrants where such transportation would require overnight lodging of the prisoners.	Regular	06/30/08
4179-06/07	Mayor's Office of Housing	$140,000	Will lead risk assessment and analysis of properties; collect dust wipes; conduct XRF and soil sample evaluations in accordance with HUD and other federal guidelines; submit assessment and analytical reports to Mayor's Office of Housing.	Regular	06/30/10
4180-06/07	Arts Commission	$160,000	Will create artworks for the Art on Market Street Program, for a total of three to six artworks, for temporary exhibition or performance on or near Market Street in downtown San Francisco.	Regular	12/31/08
4181-06/07	Municipal Transportation Agency	$250,000	Will review Intelligent Transportation Systems and Strategic Planning to determine opportunities for improvement to support MTA performance management.	Regular	11/30/07
4182-06/07	Tele-communications & Information Services	$2,250,000	Will provide telephone switch and parts installation services for the City's telephone system as required to maintain certified warranty of equipment.	Regular	06/30/10
4183-06/07	Tele-communications & Information Services	$200,000	Will provide data center relocation consultation to review and report on the existing DTIS Data Center to ensure that any alternative selected could meet the technical infrastructure requirements of the City.	Regular	06/30/09
4184-06/07	Public Works	$175,000	Will provide Library Planning Consulting Services as defined by State Office of Library Construction for projects in the Branch Library Improvement Bond Program, which include needs assessment, facility master plan, site and space needs study.	Regular	12/30/08
4045-02/03	Public Utilities Commission	Increase Amount $500,000 New Amount $1,800,000	Will provide consultant services to assist staff in data collection and analyses, development of conceptual reports, design plans and specifications, and construction management support to upgrade or replace communication systems at remote PUC sites.	Regular	04/03/12

4175-06/07	Planning	Increase Amount $100,000 New Amount $147,000	Will provide a detailed, working geographic information system (GIS), planning graphic support services and public outreach and workshop coordination for the community based Western South-of-Market (SoMa).	Regular	06/30/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by James Long of the Position-Based Testing job announcement for 7281 Street Environmental Services Operation Supervisor (PBT-7281-053796). (File No. 0439-07-4) – Action Item

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Long.

(7) Nine appeals by E.R. Balinton, Nikolaus Borthne, Silvia David, Terrye Ivy, Jacklyn Jehl, Michael Lewis, Mario Machi, Vincent Neeson and Thomas O'Conner regarding the use of the Q – 35/0380 Inspector Series at the San Francisco Police Department. (File No. 0459-07-4) – Action Item

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the nine appeals by E.R. Balinton, Nikolaus Borthne, Silvia David, Terrye Ivy, Jacklyn Jehl, Michael Lewis, Mario Machi, Vincent Neeson and Thomas O'Conner.

(8) Review of request for approval of proposed personal services contracts. (File No. 0466-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4185-06/07	Human Resources	$4,500,000	Will administer health plan membership and health care for eligible SEIU temporary exempt "as needed" employees.	Regular	06/30/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Determination of future employability: permanent civil service appointment of Robert McCall, Custodian (Job Code 2708) San Francisco International Airport. (File No. 0157-06-7) - Action Item

April 2, 2007:	Postpone to the meeting of July 2, 2007 at the request of Robert McCall.
Recommendation of the Airport Commission:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service from February 22, 2006; Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources (DHR) designated professional in substance abuse.

(10) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(11) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(12) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
July 2, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:00 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President, Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Yu-Yee Wu	Present (Arrived at 2:05 p.m.)

President Alicia D. Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of June 18, 2007

Action: Approve as amended. (Vote of 5 to 0)

0458-07-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4176-06/07	Police	$575,000	Will provide software application and database for an Early Intervention System that will record and track the occurrence of various "indicators", such as but not limited to citizen complaints, use of force, internal affairs complaints, and accidents.	Regular	07/31/08
4177-06/07	Human Resources	$500,000	Will assist DHR and SFPD developing an advertising campaign for print, radio, and television media, and will also advertise on billboards, Muni and AC Transit buses, and in BART Stations.	Regular	06/30/08
4178-06/07	Sheriff	$200,000	Will provide inter-county/inter-state prisoner transportation services throughout California and the United States pursuant to court orders or lawful arrest warrants where such transportation would require overnight lodging of the prisoners.	Regular	06/30/08
4179-06/07	Mayor's Office of Housing	$140,000	Will lead risk assessment and analysis of properties; collect dust wipes; conduct XRF and soil sample evaluations in accordance with HUD and other federal guidelines; submit assessment and analytical reports to Mayor's Office of Housing.	Regular	06/30/10
4180-06/07	Arts Commission	$160,000	Will create artworks for the Art on Market Street Program, for a total of three to six artworks, for temporary exhibition or performance on or near Market Street in downtown San Francisco.	Regular	12/31/08
4181-06/07	Municipal Transportation Agency	$250,000	Will review Intelligent Transportation Systems and Strategic Planning to determine opportunities for improvement to support MTA performance management.	Regular	11/30/07
4182-06/07	Tele-communications & Information Services	$2,250,000	Will provide telephone switch and parts installation services for the City's telephone system as required to maintain certified warranty of equipment.	Regular	06/30/10
4183-06/07	Tele-communications & Information Services	$200,000	Will provide data center relocation consultation to review and report on the existing DTIS Data Center to ensure that any alternative selected could meet the technical infrastructure requirements of the City.	Regular	06/30/09
4184-06/07	Public Works	$175,000	Will provide Library Planning Consulting Services as defined by State Office of Library Construction for projects in the Branch Library Improvement Bond Program, which include needs assessment, facility master plan, site and space needs study.	Regular	12/30/08
4045-02/03	Public Utilities Commission	Increase Amount $500,000 New Amount $1,800,000	Will provide consultant services to assist staff in data collection and analyses, development of conceptual reports, design plans and specifications, and construction management support to upgrade or replace communication systems at remote PUC sites.	Regular	04/03/12
4175-06/07	Planning	Increase Amount $100,000 New Amount $147,000	Will provide a detailed, working geographic information system (GIS), planning graphic support services and public outreach and workshop coordination for the community based Western South-of-Market (SoMa).	Regular	06/30/08

0458-07-8 (continued)

Speakers: Jerry Tidwell, Police Department spoke on PSC# 4176-06/07.
Patti Martin and Bruce Topp, Department of Human Resources spoke on PSC #4177—06/07.
Myrna Melgar, Mayor's Office of Housing spoke on PSC# 4179-06/07.
Jun Chen, Municipal Transportation Agency spoke on PSC#4181-06/07.
Marilyn Thompson, San Francisco Public Library spoke on PSC #4184-06/07
Martha Arroyo-Neves, San Francisco Public Library spoke on PSC#4184-06/07
Mikhael Hart, Planning Department spoke on PSC# 4175-06/07.

Action: Adopt the Human Resources Director's report on PSC#4175-06/07. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Morgan R. Gorrono recused Vote of 5 to 0). Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0);

0439-07-4 **Appeal by James Long of the Position-Based Testing job announcement for 7281 Street Environmental Services Operation Supervisor (PBT-7281-053796). (Item No. 6)**

Speakers: None.

Action: Postpone to the meeting of July 16, 2007 by mutual agreement of James Long and the Department of Human Resources. (Vote of 5 to 0)

0459-07-4 **Nine appeals by E.R. Balinton, Nikolaus Borthne, Silvia David, Terrye Ivy, Jacklyn Jehl, Michael Lewis, Mario Machi, Vincent Neeson and Thomas O'Conner regarding the use of the Q – 35/0380 Inspector Series at the San Francisco Police Department. (Item No. 7)**

Speakers: Bruce Topp, Department of Human Resources

Action: Postpone to the meeting of July 16, 2007 at the request of the appellants. (Vote 5 to 0)

0466-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4185-06/07	Human Resources	$4,500,000	Will administer health plan membership and health care for eligible SEIU temporary exempt "as needed" employees.	Regular	06/30/09

Speakers: Patti Martin, Department of Human Resources
Ileana Samanc, Department of Human Resources
Ed Kinchley, SEIU Local 1021
Damita Davis-Howard, SEIU Local 1021

Action: The Commission directed the Department of Human Resources to submit a report every 6 months on as-needed hiring by departments including hours worked and why they are not hired permanent civil service. Modify 4B in the contract summary. Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0157-06-7 **Determination of future employability: permanent civil service appointment of Robert McCall, Custodian (Job Code 2708) San Francisco International Airport. (Item No. 9)**

April 2, 2007: Postpone to the meeting of July 2, 2007 at the request of Robert McCall.

Speakers: None.

Action: Postpone to the meeting of August 6, 2007 at the request of Robert McCall. The Commission stipulated this will be the last postponement granted (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Gorrono requested copies of names and cases submitted at the meeting of June 18, 2007 for recognition to be given to each Commissioner.

ADJOURNMENT

3:18 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
July 16, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

COMMENDATIONS AGENDA

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
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B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
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A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 16, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of July 2, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

COMMENDATIONS AGENDA

(5) **Commendation for Sandra L. Favale upon her retirement after 34 years of service to the City & County of San Francisco. (File No. 0499-07-1) – Action Item**

Recommendation: Approve.

RATIFICATION AGENDA

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(6) Review of request for approval of proposed personal services contracts. (File No. 0500-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4186-06/07	Mayor's Office of Housing	$140,000	Will provide project mgmt. and monitoring for the lead hazard reduction work of participating properties. Verify compliance of contractors with City and State regulations, and conduct clearance inspections in accordance with HUD and other federal guidelines.	Regular	06/30/10
4187-06/07	Public Utilities Commission	$7,500,000	Will provide as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource, environmental, and environmental planning expertise and services.	Regular	11/14/10
4188-06/07	Department on the Status of Women	$60,000	Will conduct a program evaluation of the Domestic Violence Cross-Training Institute for law enforcement and public safety employees. The DVCTI will provide domestic violence training to 500 of San Francisco's criminal justice personnel.	Regular	12/31/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Michael Rosenberg of the Human Resources Director's finding of insufficient evidence to support his discrimination complaint. (File No. 0284-07-6) – Action Item

Recommendation: Postpone to the meeting of August 20, 2007 at the request of Michael Greenberg, Attorney and the Department of Human Resources.

(8) **Proposed Administrative Amendments to Civil Service Commission Rules Applicable to All Employees - Series 020 Leaves of Absence Implementing Administrative Code Section 12W – Sick Leave to Comply with Paid Sick Leave Ordinance Rules of the Office of Labor Standards Enforcement (OLSE). (File No. 0501-07-5) – Action Item**

Recommendation: Post for adoption at the Regular Meeting of the Civil Service Commission on August 6, 2007.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) **Appeal by James Long of the Position-Based Testing job announcement for 7281 Street Environmental Services Operation Supervisor (PBT-7281-053796). (File No. 0439-07-4) – Action Item**

July 2, 2007: Postpone to the meeting of July 16, 2007 by mutual agreement of James Long and the Department of Human Resources.

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Long.

(10) **Appeal by Kevin Hughes of the Position-Based Testing job announcement #053412 for Class 6248 Electrical Inspector. (File No. 0478-07-4) – Action Item**

Recommendation: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Kevin Hughes.

(11) **Nine appeals by E.R. Balinton, Nikolaus Borthne, Silvia David, Terrye Ivy, Jacklyn Jehl, Michael Lewis, Mario Machi, Vincent Neeson and Thomas O'Connor regarding the use of the Q – 35/0380 Inspector Series at the San Francisco Police Department. (File No. 0459-07-4) – Action Item**

July 2, 2007: Postpone to the meeting of July 16, 2007 at the request of the appellants.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the nine appeals by E.R. Balinton, Nikolaus Borthne, Silvia David, Terrye Ivy, Jacklyn Jehl, Michael Lewis, Mario Machi, Vincent Neeson and Thomas O'Connor.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(14) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#5
7/16/07

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
July 16, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:04 p.m.

ROLL CALL

President Alicia D. Becerril	Present (Missed Items 12 – 14; left at 5:50 p.m.
Vice President Donald A. Casper	Present (Missed Items 1 through 4; arrived at 2:08 p.m. during Item #5)
Commissioner Morgan R. Gorrono	Present (Missed Items 12 – 14; left at 5:50 p.m.)
Commissioner Thomas T. Ng	Present
Commissioner Yu-Yee Wu	Present

President Alicia Becerril presided on Items 1 through 11.
Vice President Donald Casper presided on Items 12 through 14.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of July 2, 2007

Action: Approve. (Vote of 4 to 0; Commissioner Casper missed vote)

COMMENDATIONS AGENDA

0499-07-1 **Commendation for Sandra L. Favale upon her retirement after 34 years of service to the City & County of San Francisco. (Item No. 5)**

Speakers: Sandra L. Favale

Action: Approve. (Vote of 5 to 0)

0500-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4186-06/07	Mayor's Office of Housing	$140,000	Will provide project mgmt. and monitoring for the lead hazard reduction work of participating properties. Verify compliance of contractors with City and State regulations, and conduct clearance inspections in accordance with HUD and other federal guidelines.	Regular	06/30/10
4187-06/07	Public Utilities Commission	$7,500,000	Will provide as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource, environmental, and environmental planning expertise and services.	Regular	11/14/10
4188-06/07	Department on the Status of Women	$60,000	Will conduct a program evaluation of the Domestic Violence Cross-Training Institute for law enforcement and public safety employees. The DVCTI will provide domestic violence training to 500 of San Francisco's criminal justice personnel.	Regular	12/31/08

Speakers: Brenda Burrell, Mayor's Office of Housing spoke on PSC #4186-06/07.
Bonita McGee and Bill Idzerda, Public Utilities Commission spoke on PSC #4187-06/07.

Action:

1. Adopt the Human Resources Director's report on PSC #4186-06/07 conditioned on the modification that the Mayor's Office of Housing provides a response to Item 4b on the Personal Services Contract Summary. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
2. Adopt the Human Resources Director's report on PSC #4187-06/07 and 4188-06/07. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0284-07-6 **Appeal by Michael Rosenberg of the Human Resources Director's finding of insufficient evidence to support his discrimination complaint. (Item No. 7)**

Speakers: None.

Action: Postpone to the meeting of August 20, 2007 at the request of Michael Greenberg, Attorney and the Department of Human Resources. (Vote of 5 to 0)

0501-07-5 **Proposed Administrative Amendments to Civil Service Commission Rules Applicable to All Employees - Series 020 Leaves of Absence Implementing Administrative Code Section 12W – Sick Leave to Comply with Paid Sick Leave Ordinance Rules of the Office of Labor Standards Enforcement (OLSE). (Item No. 8)**

Speakers: None.

Action: Post for adoption at the Regular Meeting of the Civil Service Commission on August 6, 2007. (Vote of 5 to 0)

0439-07-4 **Appeal by James Long of the Position-Based Testing job announcement for 7281 Street Environmental Services Operation Supervisor (PBT-7281-053796). (Item No. 9)**

July 2, 2007: Postpone to the meeting of July 16, 2007 by mutual agreement of James Long and the Department of Human Resources.

Speakers: Karen Taylor, Department of Human Resources
James Armstrong, Department of Public Works
James Long, Appellant
Dan Harrington, Representative, Teamsters Local 853

Action: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by James Long on the grounds that there have been no showing that the Human Resources Director has abused his discretion with respect to the minimum qualifications in the job announcement for Class 7281, Street Environmental Services Operations Supervisor.
(Vote of 5 to 0)

Note: The Commission requested that an inspection service inquiry be undertaken to explore promotional opportunities afforded to 7355 Truck Drivers that are merit-based and reasonable; the history of the 7355 Truck Drivers performing supervisory tasks, what their traditional promotional paths have been and what they are now. The Commission also requested a report on whether regular performance evaluations are being conducted for the 7355 Truck Drivers.

0478-07-4 **Appeal by Kevin Hughes of the Position-Based Testing job announcement #053412 for Class 6248 Electrical Inspector. (Item No. 10)**

Speakers: Karen Taylor, Department of Human Resources
Kevin Hughes, IBEW Local 6

Action: The Department of Human Resources indicated that class-based testing will be used for Class 6248 Electrical Inspector; Appeal withdrawn by Kevin Hughes. (Vote of 5 to 0)

0459-07-4 **Nine appeals by E.R. Balinton, Nikolaus Borthne, Silvia David, Terrye Ivy, Jacklyn Jehl, Michael Lewis, Mario Machi, Vincent Neeson and Thomas O'Connor regarding the use of the Q – 35/0380 Inspector Series at the San Francisco Police Department. (Item No. 11)**

July 2, 2007: Postpone to the meeting of July 16, 2007 at the request of the appellants.

Speakers: Bruce Topp, Department of Human Resources
Deputy Chief Morris Tabak, San Francisco Police Department
E.R. Balinton, Appellant
Nikolaus Borthne, Appellant
Julian Hill, Officers for Justice for Silvia David
Terrye Ivy, Appellant
Jacklyn Jehl, Appellant
Michael Lewis, Appellant
Vincent Neeson, Appellant
Thomas O'Connor, Appellant
Alice Villagomez, San Francisco Police Department
Kevin Whitfield, President, Officers for Justice

Action:
1. Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Mario Machi. Mr. Machi failed to appear. (Vote of 5 to 0)
2. Continue all remaining appeals to the meeting of August 6, 2007. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Barbara Lynn appealed to the Commission to give diligent consideration to the appellants because there are so many inequities.

Julian Hill, Officers for Justice stated that the Officers for Justice would like to embrace those nine individuals who filed an appeal but would also like to include the remaining individuals on the 1998 Q – 35 list. When you look at the Q – 35 list from 1998, if the Civil Service Commission fails to grant the appeal, the Civil Service Commission will, in his opinion be discriminating against senior members in the Police Department.

REQUEST TO SPEAK (continued)

Valerie Matthews stated that it appears the Department, through the Department of Human Resources want to get rid of the Inspectors rank. There are people in the Department who have always known they wanted to be an Inspector and you work at that and develop the expertise as an Inspector.

Liam Frost spoke in favor of the appellants.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Wu requested that the Rules on the Civil Service Commission website include the revision date.

ADJOURNMENT

6:15 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
August 6, 2007

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 6, 2007
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of July 16, 2007

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0543-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4189-06/07	Arts Commission	$68,000	Will provide art enrichment for the Joseph Lee Recreation Center Public Art Project. Artist will design, fabricate, deliver and install the following art elements at the Joseph Lee Recreation Center in Bayview/Hunters Point.	Regular	05/01/09
4190-06/07	Human Resources	$450,000	Will provide legal photocopy service, subpoena preparation and serving in operating with accord to applicable Federal and State Codes. The Workers' Compensation Division receives and processes the invoices for legal photocopy services and subpoena prep.	Regular	09/30/10
4191-06/07	Municipal Transportation Agency (MTA)	$1,000,000	Will provide detailed plan with design and implementation for an Integrated Fare Program. The consultant will also perform management coordination and timely completion of an Integrated Fare Study Background Report.	Regular	08/30/08
4192-06/07	City Administrator	$250,000	Will provide public opinion research for $17.4 billion in proposed citywide capital infrastructure investments over the next decade. However, an important yet untested component is the assertion that San Francisco residents will support the priorities.	Regular	07/01/09
4193-06/07	Tele-communication & Information Services	$150,000	Will provide E911 Police Message Switch to ICAD proprietary software system used to run the switch and modules in its legacy systems.	Regular	11/30/08
4194-06/07	Tele-communication & Information Services	$1,200,000	Will provide software modifications to ECAD to run the E911 Computer Assisted Dispatch program for E-9-1-1 calls.	Regular	11/30/08
4195-06/07	Tele-communication & Information Services	$400,000	Will provide retirement system enhancements to PeopleSoft's web-based application technology, in-depth business knowledge in pension plans and regulations, and product knowledge with PeopleSoft's Pension and Payroll applications.	Regular	08/31/09
4196-06/07	Tele-communication & Information Services	$1,000,000	Will assist DTIS cabling staff during peak periods of cabling projects. Contractor will perform basic telecommunication cabling work for different installation types. Work requires pulling cable, termination, labeling, testing and necessary prep.	Regular	08/31/09
4197-06/07	Public Works	$4,100,000	Will provide architecture, engineering and related design disciplines needed to supplement Department of Public Works (DPW) staff for projects in Branch Library Improvement Bond Program, Prop. A Nov. 00.	Regular	08/01/12

4198-06/07	Public Works	$2,000,000	Will perform highly specialized hydrologic engineering tasks that include sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, and combined sewer overflow reduction studies.	Regular	10/01/12
4199-06/07	Public Works	$3,000,000	Will perform highly specialized mechanical engineering tasks that include surge analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (A/AC) peer reviews, value engineering, and consultation.	Regular	10/01/12
4200-06/07	Public Utilities Commission	$4,000,000	Will provide complete technical security systems design, integration and construction management services for the SFPUC's Department of Homeland Security and for the Capital Improvement and Repair and Readiness Programs.	Regular	10/01/12

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Survey of Monthly Rates Paid to Police Officers and Firefighters in All Cities of 350,000 or More in the State of California. (File No. 0536-07-3) – Action Item

Recommendation: Adopt the report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590.7; Provide report to the Board of Supervisors.

(7) Proposed Administrative Amendments to Civil Service Commission Rules Applicable to All Employees - Series 020 Leaves of Absence Implementing Administrative Code Section 12W – Sick Leave to Comply with Paid Sick Leave Ordinance Rules of the Office of Labor Standards Enforcement (OLSE). (File No. 0501-07-5) – Action Item

July 16, 2007: Post for adoption at the Regular Meeting of the Civil Service Commission on August 6, 2007

Recommendation: Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) **Appeal by Amihan Makayan/IFPTE Local 21 of the Human Resources Director's decision to allocate the Transactions Unit Manager position to Class 0922 Manager I. (File No. 0372-07-2) – Action Item**

Recommendation: Adopt the report; Deny the appeal by Amihan Makayan/IFPTE Local 21.

(9) **Review of Secondary Criteria for Q – 80 Police Captain. (File No. 0544-07-4) – Action Item**

Recommendation: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 80 Police Captain.

(10) **Eight appeals by E.R. Balinton, Nikolaus Borthne, Silvia David, Terrye Ivy, Jacklyn Jehl, Michael Lewis, Vincent Neeson and Thomas O'Connor regarding the use of the Q – 35/0380 Inspector Series at the San Francisco Police Department. (File No. 0459-07-4) – Action Item**

July 2, 2007: Postpone to the meeting of July 16, 2007 at the request of the appellants.

July 16, 2007:

1. Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Mario Machi. Mr. Machi failed to appear.
2. Continue all remaining appeals to the meeting of August 6, 2007.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the eight appeals by E.R. Balinton, Nikolaus Borthne, Silvia David, Terrye Ivy, Jacklyn Jehl, Michael Lewis, Vincent Neeson and Thomas O'Connor.

(11) **Three appeals by Juanita Stockwell, George Fogarty and Robert Ford regarding the use of the Q – 35/0380 Inspector Series at the San Francisco Police Department. (File No. 0545-07-4) – Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the three appeals by Juanita Stockwell, George Fogarty and Robert Ford.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) Determination of future employability: permanent civil service appointment of Robert McCall, Custodian (Job Code 2708) San Francisco International Airport. (File No. 0157-06-7) - Action Item

April 2, 2007:	Postpone to the meeting of July 2, 2007 at the request of Robert McCall.
July 2, 2007:	Postpone to the meeting of August 6, 2007 at the request of Robert McCall. The Commission stipulated this will be the last postponement granted.
Recommendation of the Airport Commission:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service from February 22, 2006; Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources (DHR) designated professional in substance abuse.

(13) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(14) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(15) ADJOURNMENT

Adjourn in memory of the Contra Costa County Firefighters Matt Burton and Scott Desmond who tragically and heroically died in the line of duty on July 21, 2007.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

65
5
1/6/07

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
August 6, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:05 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Not Present (notified absence)
Commissioner Yu-Yee Wu	Present

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of July 16, 2007

Action: Approve as amended. (Vote of 4 to 0)

0543-07-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4189-06/07	Arts Commission	$68,000	Will provide art enrichment for the Joseph Lee Recreation Center Public Art Project. Artist will design, fabricate, deliver and install the following art elements at the Joseph Lee Recreation Center in Bayview/Hunters Point.	Regular	05/01/09
4190-06/07 *Withdrawn*	Human Resources	$450,000	Will provide legal photocopy service, subpoena preparation and serving in operating with accord to applicable Federal and State Codes. The Workers' Compensation Division receives and processes the invoices for legal photocopy services and subpoena prep.	Regular	09/30/10
4191-06/07	Municipal Transportation Agency (MTA)	$1,000,000	Will provide detailed plan with design and implementation for an Integrated Fare Program. The consultant will also perform management coordination and timely completion of an Integrated Fare Study Background Report.	Regular	08/30/08
4192-06/07	City Administrator	$250,000	Will provide public opinion research for $17.4 billion in proposed citywide capital infrastructure investments over the next decade. However, an important yet untested component is the assertion that San Francisco residents will support the priorities.	Regular	07/01/09
4193-06/07	Tele-communication & Information Services	$150,000	Will provide E911 Police Message Switch to ICAD proprietary software system used to run the switch and modules in its legacy systems.	Regular	11/30/08
4194-06/07	Tele-communication & Information Services	$1,200,000	Will provide software modifications to ECAD to run the E911 Computer Assisted Dispatch program for E-9-1-1 calls.	Regular	11/30/08
4195-06/07	Tele-communication & Information Services	$400,000	Will provide retirement system enhancements to PeopleSoft's web-based application technology, in-depth business knowledge in pension plans and regulations, and product knowledge with PeopleSoft's Pension and Payroll applications.	Regular	08/31/09
4196-06/07	Tele-communication & Information Services	$1,000,000	Will assist DTIS cabling staff during peak periods of cabling projects. Contractor will perform basic telecommunication cabling work for different installation types. Work requires pulling cable, termination, labeling, testing and necessary prep.	Regular	08/31/09
4197-06/07	Public Works	$4,100,000	Will provide architecture, engineering and related design disciplines needed to supplement Department of Public Works (DPW) staff for projects in Branch Library Improvement Bond Program, Prop. A Nov. 00.	Regular	08/01/12
4198-06/07	Public Works	$2,000,000	Will perform highly specialized hydrologic engineering tasks that include sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, and combined sewer overflow reduction studies.	Regular	10/01/12
4199-06/07	Public Works	$3,000,000	Will perform highly specialized mechanical engineering tasks that include surge analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (A/AC) peer reviews, value engineering, and consultation.	Regular	10/01/12

4200-06/07	Public Utilities Commission	$4,000,000	Will provide complete technical security systems design, integration and construction management services for the SFPUC's Department of Homeland Security and for the Capital Improvement and Repair and Readiness Programs.	Regular	10/01/12

Speakers: Steven Bell, Municipal Transportation Agency spoke on PSC 4191-06/07.
Joan Lubamersky, Office of the City Administrator spoke on PSC 4192-06/07.
Walter Calcagno, Department of Telecommunication and Information Services spoke on PSC 4193-06/07 and 4194-06/07.
Edna Ho, Department of Telecommunication and Information Services spoke on PSC 4195-06/07.
Gary Hoy and Marilyn Thompson, Department of Public Works spoke on PSC 4197-06/07 through 4199-06/07.
Pauson Yun, Public Utilities Commission and Deputy Chief Greg Suhr, San Francisco Police Department spoke on PSC 4200-06/07.

Action:

1. Withdraw PSC #4190-06/07 at the request of the Department of Human Resources. (Vote of 4 to 0)
2. Adopt the Human Resources Director's report on PSC #4195-06/07 and 4197-06/07 as amended with expanded details in #4B. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
3. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0536-07-3 **Survey of Monthly Rates Paid to Police Officers and Firefighters in All Cities of 350,000 or More in the State of California. (Item No. 6)**

Speakers: None.

Action: Adopt the report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590.7; Provide report to the Board of Supervisors. (Vote of 4 to 0)

0501-07-5 **Proposed Administrative Amendments to Civil Service Commission Rules Applicable to All Employees - Series 020 Leaves of Absence Implementing Administrative Code Section 12W – Sick Leave to Comply with Paid Sick Leave Ordinance Rules of the Office of Labor Standards Enforcement (OLSE). (Item No. 7)**

July 16, 2007: Post for adoption at the Regular Meeting of the Civil Service Commission on August 6, 2007

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0372-07-2 **Appeal by Amihan Makayan/IFPTE Local 21 of the Human Resources Director's decision to allocate the Transactions Unit Manager position to Class 0922 Manager I. (Item No. 8)**

Speakers: None.

Action: Postpone to the meeting of August 20, 2007 at the request of Amihan Makayan/IFPTE Local 21. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)

0544-07-4 **Review of Secondary Criteria for Q – 80 Police Captain. (Item No. 9)**

Speakers: Bruce Topp, Department of Human Resources
Julian Hill, Officers for Justice

Action: Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q – 80 Police Captain. The Commission requested that employee organizations, along with the bargaining agent be provided with a draft copy of the job announcement. (Vote of 4 to 0)

0459-07-4 **Eight appeals by E.R. Balinton, Nikolaus Borthne, Silvia David, Terrye Ivy, Jacklyn Jehl, Michael Lewis, Vincent Neeson and Thomas O'Connor regarding the use of the Q – 35/0380 Inspector Series at the San Francisco Police Department. (Item No. 10)**

July 2, 2007: Postpone to the meeting of July 16, 2007 at the request of the appellants.

July 16, 2007:
1. Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Mario Machi. Mr. Machi failed to appear.
2. Continue all remaining appeals to the meeting of August 6, 2007.

0459-07-4 (continued)

Speakers: Bruce Topp, Department of Human Resources
Alice Villagomez, San Francisco Police Department
Jenny Pearlman, Public Advocates

Action:

1. Approve appellant Thomas O'Connor's request to be excused from hearing due to a long standing medical appointment. His appeal will be heard along with the other appeals on the use of the Q-35/0380 Inspector Series at the San Francisco Police Department. (Vote of 4 to 0)
2. Deny appeals without prejudice. Appeals may be brought when a classification decision is made by the Human Resources Director regarding the Q-50 and Q-35/0380 classes. (Vote of 4 to 0)
3. The Commission requested an Opinion of the City Attorney on the jurisdiction of the Court and the Commission to interpret and enforce the Stipulation and Order Re: Selection Procedure for the 1998 Q-35 Assistant Inspector Examination; and to provide guidance on the meaning of certain provisions therein. (Vote of 4 to 0)

0545-07-4 **Three appeals by Juanita Stockwell, George Fogarty and Robert Ford regarding the use of the Q – 35/0380 Inspector Series at the San Francisco Police Department. (Item No. 11)**

Speakers: Bruce Topp, Department of Human Resources
Alice Villagomez, San Francisco Police Department
Juanita Stockwell, Appellant
George Fogarty, Appellant
Robert Ford, Appellant
Jenny Pearlman, Public Advocates

Action:

1. Deny appeals without prejudice. Appeals may be brought when a classification decision is made by the Human Resources Director regarding the Q-50 and Q-35/0380 classes. (Vote of 4 to 0)
2. The Commission requested an Opinion of the City Attorney on the jurisdiction of the Court and the Commission to interpret and enforce the Stipulation and Order Re: Selection Procedure for the 1998 Q-35 Assistant Inspector Examination; and to provide guidance on the meaning of certain provisions therein. (Vote of 4 to 0)

0157-06-7 **Determination of future employability: permanent civil service appointment of Robert McCall, Custodian (Job Code 2708) San Francisco International Airport. (Item No. 12)**

April 2, 2007: Postpone to the meeting of July 2, 2007 at the request of Robert McCall.

July 2, 2007: Postpone to the meeting of August 6, 2007 at the request of Robert McCall. The Commission stipulated this will be the last postponement granted.

Speakers: Veronica Davis, San Francisco International Airport
Robert McCall, Appellant

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service from February 22, 2006; Must participate in an appropriate substance abuse program and receive a release to work from a Department of Human Resources (DHR) designated professional in substance abuse. (Vote of 3 to 1; Commissioner Gorrono dissents)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

1. Nikolaus Borthne thanked the Commission for allowing them to speak and present their concerns.
2. Michael Lewis stressed the point that the 21055 List has been underserved.
3. Insp. Joseph Engler appeared as the representative of the appellants. He stated that if the Chief of Police makes appointments of people using budgeted Inspectors positions as Sergeants, then everyone will be harmed.
4. Julian Hill, Vice President, Officers for Justice requested the Commission to demand that vacancies are filled for the Q – 35 from the active Q – 35 List. He added that once the promotions are made, the majority of all the appeals that were denied without prejudice will probably disappear.
5. Marion Jackson spoke on behalf of the appellants. He stated they are very qualified and should get the job of Inspector.
6. Sylvia Johnson spoke in support of the appellants.
7. Silvia David asked to be allowed the opportunity to do the work of Inspector that she loves so well.
8. Jacklyn Jehl thanked the Commission for hearing their appeals. She praised her colleagues for the impeccable work they perform.
9. Juanita Stockwell spoke on behalf of the appellants.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Gorrono requested that more information be included in the notices to the appellants regarding post employment restrictions and what they can expect at a hearing.

ADJOURNMENT

6:44 p.m.

Adjourn in memory of the Contra Costa County Firefighters Matt Burton and Scott Desmond who tragically and heroically died in the line of duty on July 21, 2007.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

City Hall – Room 421
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Note: The Agenda for each meeting listed below is the same.

Friday	August 10, 2007	9:30 – 11:00 a.m.*	Room 421

** Meeting end time approximate.*

I. Call to Order and Roll Call

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0841-06-1) (ACTION ITEM)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Recommendation: Open for Discussion.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

B) Disclosure of action taken in closed session. (California Government Code Section 54957.1(a)(5); San Francisco Administrative Code Section 67.12(b)(4))

V. Adjournment

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted August 7, 2007

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

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E. Policy and Procedure on Hearing Items Out of Order

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

Civil Service Commission

August 10, 2007 Special Meeting - Closed Session

Minutes of Special Meeting – Closed Session

Friday, August 10, 2007
9:30 – 11:00 a.m.

I. The Special Meeting was called to order at 10:00 a.m.

Present: Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

Not Present: President Alicia D. Becerril (Notified Absence)

Vice President Donald A. Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to conduct a closed session pursuant to California Government Code Section 54957 (b) (1) and San Francisco Administrative Code 67.10 (b) – Personnel Matter – Public Employee appointment – Human Resources Director (File No. 0841-06-1)(ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

A) PUBLIC EMPLOYEE APPOINTMENT – HUMAN RESOURCES DIRECTOR (DISCUSSION AND POSSIBLE ACTION ITEM)

Closed Session started at 10:01 a.m. in City Hall, Room 421 and the following were present:

Vice President Donald A. Casper
Morgan R. Gorrono, Commissioner
Thomas T. Ng, Commissioner
Yu-Yee Wu, Commissioner
Anita Sanchez, Executive Officer, CSC

Closed Session ended at 11: 18 a.m.

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IV. Reconvened in open session at 11:18 a.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 4 to 0)

V. Adjournment

11: 18 a.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MAYOR

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PRESIDENT

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VICE PRESIDENT

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COMMISSIONER

THOMAS T. NG
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ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
August 20, 2007

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 20, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of August 6, 2007

Recommendation: Approve.

Special Meeting of August 10, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0579-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-07/08	Ethics Commission	$270,000	Will provide an electronic filing system service to file ethics forms. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statement of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports.	Regular	09/30/10
4001-07/08	Department of the Environment	$900,000	Will provide specialized technical assistance for City departments, multi-family buildings, businesses and institutions to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's waste diversion goals.	Regular	09/30/11
4002-07/08	Municipal Transportation Agency (MTA)	$3,500,000	Will perform a central control operational study, analyze the MTA's requirements for a new radio communications system, make recommendations based on analysis and design a system to meet those requirements and needs.	Regular	12/05/12
4003-07/08	Police	$280,000	Will provide independent and objective quality audit of the IT management and organizational structure and assurance services to ensure that San Francisco Police Department requirements are met and to mitigate project risks and recommend risk mitigation strategies.	Regular	07/31/08
4004-07/08	Public Utilities Commission	$39,200,000	Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	Regular	09/30/14
4005-07/08	Tele-communication & Information Services	$270,000	Will provide interpreters by telephone as-needed. This service is necessary in circumstances when a City employee who speaks the target language is temporarily unavailable and there's no City employee trained to provide medical interpretation.	Regular	12/31/07
4006-07/08	Department of Emergency Management	$2,000,000	Will provide emergency management projects aimed at enhancing and expanding the emergency and disaster preparedness of the CCSF. These projects include: Recovery Plan, Mitigation Plan and other related projects as determined by the Department of Emergency Management.	Regular	07/31/09
4084-05/06	Airport Commission	Increase Amount $8,000,000 New Amount $9,025,000	Will provide planning of airport facilities and resources to serve the core aviation business of the Airport.	Regular	08/31/11
4098-04/05	Airport Commission	Increase Amount $1,000,000 New Amount $6,000,000	Will provide a fully-functional Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage.	Regular	01/31/11

4051-03/04	Public Utilities Commission	Increase Amount $1,200,000 New Amount $3,700,000	Will provide specialized geo-technical services on an as-needed basis. Will prepare geo-technical performance criteria; design plans, specifications and cost estimates; perform investigations; write studies and reports; and provide field visits.	Regular	02/24/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Michael Rosenberg of the Human Resources Director's finding of insufficient evidence to support his discrimination complaint. (File No. 0284-07-6) – Action Item

July 16, 2007: Postpone to the meeting of August 20, 2007 at the request of Michael Greenberg, Attorney and the Department of Human Resources.

Recommendation: Postpone to the meeting of September 4, 2007 at the request of Michael Greenberg, Attorney. This will be the last continuance granted.

(7) Report on Provisional Appointments and Position Based Testing Program Implementation. (File No. 0580-07-1) – Action Item

Recommendation: Accept and file report.

(8) Appeal by Vincent Mackie of the rejection of application for Stable Attendant (Job Code 3310) with the San Francisco Police Department. (File No. 0337-07-4) – Action Item

Recommendation: Postpone to the meeting of September 17, 2007 at the request of Steve Bingham, Attorney for Vincent Mackie.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Review of request for approval of proposed personal services contracts. (File No. 0581-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4007-07/08	Public Health	$8,000,000	Will coordinate with a third party vendor to administer program operations, including basic customer services, enrollment tracking service utilization, billing and communication with the participants (SF Administrative Code Sec. 14.2).	Regular	06/30/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(10) Review of request for approval of proposed personal services contracts. (File No. 0584-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4118-06/07	Department of Emergency Management	Increase Amount $400,000 New Amount $900,000	Will provide assessment and strategic planning services for the development of a volunteer management system, consistent with the State of California Disaster Services Worker program to be used in all 10 Bay Area counties.	Regular	12/31/07

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(11) Appeal by Amihan Makayan/IFPTE Local 21 of the Human Resources Director's decision to allocate the Transactions Unit Manager position to Class 0922 Manager I. (File No. 0372-07-2) – Action Item

August 6, 2007: Postpone to the meeting of August 20, 2007 at the request of Amihan Makayan/IFPTE Local 21. The Commission stipulated this will be the last continuance granted.

Recommendation: Adopt the report; Deny the appeal by Amihan Makayan/IFPTE Local 21.

(12) Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (File No. 0027-07-6) – Action Item

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Virginia Morgan.

(13) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(14) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(15) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

65
5
/20/07

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

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Regular Meeting
August 20, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not present (notified absence)
Commissioner Thomas T. Ng	Present
Commissioner Yu-Yee Wu	Not present (notified absence)

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of August 6, 2007

Note: Commissioner Thomas Ng recused. (Vote of 3 to 0)

Action: Postpone to the meeting of September 4, 2007. (Vote of 3 to 0)

Special Meeting of August 10, 2007

Note: President Alicia Becerril recused. (Vote of 3 to 0)

Action: Postpone to the meeting of September 4, 2007. (Vote of 3 to 0)

ANNOUNCEMENTS

Due to the Labor Day Holiday, the next Civil Service Commission Meeting will be held on Tuesday, September 4, 2007 at 10:00 a.m. in Room 408, City Hall.

0579-07-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-07/08	Ethics Commission	$270,000	Will provide an electronic filing system service to file ethics forms. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statement of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports.	Regular	09/30/10
4001-07/08	Department of the Environment	$900,000	Will provide specialized technical assistance for City departments, multi-family buildings, businesses and institutions to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's waste diversion goals.	Regular	09/30/11
4002-07/08	Municipal Transportation Agency (MTA)	$3,500,000	Will perform a central control operational study, analyze the MTA's requirements for a new radio communications system, make recommendations based on analysis and design a system to meet those requirements and needs.	Regular	12/05/12
4003-07/08	Police	$280,000	Will provide independent and objective quality audit of the IT management and organizational structure and assurance services to ensure that San Francisco Police Department requirements are met and to mitigate project risks and recommend risk mitigation strategies.	Regular	07/31/08
4004-07/08 *Postpone to 9/4/07*	Public Utilities Commission	$39,200,000	Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	Regular	09/30/14
4005-07/08	Tele-communication & Information Services	$270,000	Will provide interpreters by telephone as-needed. This service is necessary in circumstances when a City employee who speaks the target language is temporarily unavailable and there's no City employee trained to provide medical interpretation.	Regular	12/31/07
4006-07/08	Department of Emergency Management	$2,000,000	Will provide emergency management projects aimed at enhancing and expanding the emergency and disaster preparedness of the CCSF. These projects include: Recovery Plan, Mitigation Plan and other related projects as determined by the Department of Emergency Management.	Regular	07/31/09
4084-05/06	Airport Commission	Increase Amount $8,000,000 New Amount $9,025,000	Will provide planning of airport facilities and resources to serve the core aviation business of the Airport.	Regular	08/31/11
4098-04/05	Airport Commission	Increase Amount $1,000,000 New Amount $6,000,000	Will provide a fully-functional Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage.	Regular	01/31/11
4051-03/04	Public Utilities Commission	Increase Amount $1,200,000 New Amount $3,700,000	Will provide specialized geo-technical services on an as-needed basis. Will prepare geo-technical performance criteria; design plans, specifications and cost estimates; perform investigations; write studies and reports; and provide field visits.	Regular	02/24/09

0579-07-8 (continued)

Speakers: Mark Westlund, Department of the Environment spoke on PSC #4001-07/08.
Michael Levy, Department of Telecommunications and Information Services spoke on PSC #4005-07/08.
Rob Dudgeon, Department of Emergency Management spoke on PSC #4006-07/08.

Action:

1. Postpone PSC #4004-07/08 to the meeting of September 4, 2007 at the request of the Public Utilities Commission. (Vote of 3 to 0)
2. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0284-07-6 **Appeal by Michael Rosenberg of the Human Resources Director's finding of insufficient evidence to support his discrimination complaint. (Item No. 6)**

July 16, 2007: Postpone to the meeting of August 20, 2007 at the request of Michael Greenberg, Attorney and the Department of Human Resources.

Speakers: None.

Action: Postpone to the meeting of September 4, 2007 at the request of Michael Greenberg, Attorney. The Commission stipulated this will be the last continuance granted. (Vote of 3 to 0)

0580-07-1 **Report on Provisional Appointments and Position Based Testing Program Implementation. (Item No. 7)**

Note: The Commission voted to sever this item. (Vote of 3 to 0)

Speakers: Bob Pritchard, Department of Human Resources

Action: Accept and file report. (Vote of 3 to 0)

0337-07-4 **Appeal by Vincent Mackie of the rejection of application for Stable Attendant (Job Code 3310) with the San Francisco Police Department. (Item No. 8)**

Speakers: None.

Action: Postpone to the meeting of September 17, 2007 at the request of Steve Bingham, Attorney for Vincent Mackie. (Vote of 3 to 0)

0581-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 9)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4007-07/08	Public Health	$8,000,000	Will coordinate with a third party vendor to administer program operations, including basic customer services, enrollment tracking service utilization, billing and communication with the participants (SF Administrative Code Sec. 14.2).	Regular	06/30/08

Speakers: Jacquie Hale and Tangerine Brigham, Department of Public Health

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0584-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 10)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4118-06/07	Department of Emergency Management	Increase Amount $400,000 New Amount $900,000	Will provide assessment and strategic planning services for the development of a volunteer management system, consistent with the State of California Disaster Services Worker program to be used in all 10 Bay Area counties.	Regular	12/31/07

Speakers: Rob Dudgeon, Department of Emergency Management
William Bass, Department of Human Resources

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0372-07-2 **Appeal by Amihan Makayan/IFPTE Local 21 of the Human Resources Director's decision to allocate the Transactions Unit Manager position to Class 0922 Manager I. (Item No. 11)**

August 6, 2007: Postpone to the meeting of August 20, 2007 at the request of Amihan Makayan/IFPTE Local 21. The Commission stipulated this will be the last continuance granted.

Speakers: Suzette Love, Department of Human Resources
Joselito Laudencia, Deputy Assessor/Recorder
Amihan Makayan, IFPTE Local 21
Hakam Ibrahim, Office of the Assessor/Recorder
Michael Jiae, Office of the Assessor/Recorder
Julie Ford, Office of the Assessor/Recorder
James Pan, Office of the Assessor/Recorder

0372-07-2 (continued)

Action: Adopt the report; Deny the appeal by Amihan Makayan/IFPTE Local 21. (Vote of 2 to 1; Commissioner Becerril dissents) Postpone to the meeting of September 4, 2007.

0027-07-6 **Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 12)**

Speakers: None.

Action: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Bill Wong, Carpenters Union Local 22 inquired about the delay in scheduling of a request for hearing on future employment restrictions by Leo McFadden.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

4:41 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of

SEPTEMBER 4, 2007

10:00 a.m.

ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 4, 2007
10:00 a.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of August 6, 2007

August 20, 2007: Postpone to the meeting of September 4, 2007.

Recommendation: Approve.

Special Meeting of August 10, 2007

August 20, 2007: Postpone to the meeting of September 4, 2007.

Recommendation: Approve.

Regular Meeting of August 20, 2007

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0579-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-07/08	Public Utilities Commission	$39,200,000	Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	Regular	09/30/14

August 20, 2007: Postpone to the meeting of September 4, 2007 at the request of the Public Utilities Commission.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0603-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4008-07/08	District Attorney's Office	$76,000	Will provide assistance to the District Attorney's Office in the prosecution of real estate fraud transactions.	Regular	06/30/09
4009-07/08	Environment	$1,500,000	Will conduct technical assistance and consulting for City Departments engaged in the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where sub-contractors for specific areas of expertise are required.	Regular	06/30/11
4010-07/08	Mayor's Office of Economic & Workforce Development	$930,000	Will provide employment and training services for low income and low skilled San Francisco individuals. The contractor will work one on one with individuals to prepare them to enter the world of work.	Regular	06/30/08
4011-07/08	Mayor's Office of Economic & Workforce Development	$856,817	Will provide employment and training services for low income and low skilled San Francisco youth. The contractor will work one on one with youth to prepare them to enter the world of work.	Regular	06/30/08
4012-07/08	Department of Emergency Management	Increase Amount $10,000 New Amount $60,000	Will create design package for printed online materials to promote Alert SF, including: outdoor media campaign for ads on MUNI buses, mailing insert, door hanger, tabletop display, newspaper and web advertisements.	Regular	12/31/07
4013-07/08	Department of Emergency Management	Increase Amount $19,000 New Amount $59,000	Will provide updates and improvements to the personal preparedness website, www.72hours.org. This will include improved usability and content updates.	Regular	12/31/07

4097-03/04	Public Utilities Commission	Increase Amount $3,000,000 New Amount $6,500,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; response to public comments; acquisition of regulatory permits and agency approvals.	Regular	06/30/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Michael Rosenberg of the Human Resources Director's finding of insufficient evidence to support his discrimination complaint. (File No. 0284-07-6) – Action Item

July 16, 2007: Postpone to the meeting of August 20, 2007 at the request of Michael Greenberg, Attorney and the Department of Human Resources.

August 20, 2007: Postpone to the meeting of September 4, 2007 at the request of Michael Greenberg, Attorney. This will be the last continuance granted.

Recommendation: Postpone to the meeting of September 17, 2007 at the request of Michael Greenberg, Attorney due to not receiving the requested documents.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Amihan Makayan/IFPTE Local 21 of the Human Resources Director's decision to allocate the Transactions Unit Manager position to Class 0922 Manager I. (File No. 0372-07-2) – Action Item

August 6, 2007:	Postpone to the meeting of August 20, 2007 at the request of Amihan Makayan/IFPTE Local 21. The Commission stipulated this will be the last continuance granted.
August 20, 2007:	Postpone to the meeting of September 4, 2007.
Recommendation:	Adopt the report; Sustain the decision of the Human Resources Director; deny the appeal by Amihan Makayan/IFPTE Local 21.

(9) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(10) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(11) ADJOURNMENT

Adjournment in memory of Battalion Chief John Flaherty, San Francisco Fire Department (ret.)

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
SEPTEMBER 4, 2007

10:00 a.m.
ROOM 408, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

10:05 a.m.

ROLL CALL

President Alicia D. Becerril	Not Present (notified absence)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Yu-Yee Wu	Present

Vice President Donald Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of August 6, 2007

August 20, 2007: Postpone to the meeting of September 4, 2007.

Action: Approve. (Vote of 3 to 0); Commissioner Ng recused. (Vote of 4 to 0)

Special Meeting of August 10, 2007

August 20, 2007: Postpone to the meeting of September 4, 2007.

Action: Approve. (Vote of 4 to 0)

Regular Meeting of August 20, 2007

Action: Postpone to the meeting of September 17, 2007. (Vote of 4 to 0)

ANNOUNCEMENTS

The Executive Officer introduced Dee Williams, new Assistant Executive Officer of the Civil Service Commission. Vice President Casper welcomed Ms. Williams to the department.

0579-07-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-07/08	Public Utilities Commission	$39,200,000	Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	Regular	09/30/14

August 20, 2007: Postpone to the meeting of September 4, 2007 at the request of the Public Utilities Commission.

Speakers: Pauson Yun, Public Utilities Commission
Carol Isen, Public Utilities Commission
Brian Sadden, Public Utilities Commission
Farbod Pirouzmand, IFPTE Local 21

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0603-07-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4008-07/08 *Over to 9/17/07*	District Attorney's Office	$76,000	Will provide assistance to the District Attorney's Office in the prosecution of real estate fraud transactions.	Regular	06/30/09
4009-07/08 *Over to 9/17/07*	Environment	$1,500,000	Will conduct technical assistance and consulting for City Departments engaged in the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where sub-contractors for specific areas of expertise are required.	Regular	06/30/11
4010-07/08	Mayor's Office of Economic & Workforce Development	$930,000	Will provide employment and training services for low income and low skilled San Francisco individuals. The contractor will work one on one with individuals to prepare them to enter the world of work.	Regular	06/30/08
4011-07/08	Mayor's Office of Economic & Workforce Development	$856,817	Will provide employment and training services for low income and low skilled San Francisco youth. The contractor will work one on one with youth to prepare them to enter the world of work.	Regular	06/30/08
4012-07/08	Department of Emergency Management	Increase Amount $10,000 New Amount $60,000	Will create design package for printed online materials to promote Alert SF, including: outdoor media campaign for ads on MUNI buses, mailing insert, door hanger, tabletop display, newspaper and web advertisements.	Regular	12/31/07

4013-07/08	Department of Emergency Management	Increase Amount $19,000 New Amount $59,000	Will provide updates and improvements to the personal preparedness website, www.72hours.org. This will include improved usability and content updates.	Regular	12/31/07
4097-03/04	Public Utilities Commission	Increase Amount $3,000,000 New Amount $6,500,000	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; response to public comments; acquisition of regulatory permits and agency approvals.	Regular	06/30/09

Speakers: Marc Majors, Mayor's Office of Economic & Workforce Development spoke on PSC# 4010-07/08 and 4011-07/08. Rob Dudgeon, Department of Emergency Management spoke on PSC #4012-07/08 and 4013-07/08.

Action: Postpone PSC #4008-07/08 to the meeting of September 17, 2007. Request Office of District Attorney representative to attend. (Vote of 4 to 0)
Postpone PSC #4009-07/08 to the meeting of September 17, 2007 at the request of the Department of the Environment. (Vote of 4 to 0)
Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0284-07-6 **Appeal by Michael Rosenberg of the Human Resources Director's finding of insufficient evidence to support his discrimination complaint. (Item No. 7)**

July 16, 2007: Postpone to the meeting of August 20, 2007 at the request of Michael Greenberg, Attorney and the Department of Human Resources.

August 20, 2007: Postpone to the meeting of September 4, 2007 at the request of Michael Greenberg, Attorney. This will be the last continuance granted.

Speakers: None.

Action: Postpone to the meeting of September 17, 2007 at the request of Michael Greenberg, Attorney due to not receiving the requested documents. (Vote of 4 to 0)

0372-07-2 **Appeal by Amihan Makayan/IFPTE Local 21 of the Human Resources Director's decision to allocate the Transactions Unit Manager position to Class 0922 Manager I. (Item No. 8)**

August 6, 2007: Postpone to the meeting of August 20, 2007 at the request of Amihan Makayan/IFPTE Local 21. The Commission stipulated this will be the last continuance granted.

August 20, 2007: Postpone to the meeting of September 4, 2007.

0372-07-2 (continued)

Speakers:	Kerry Ko, Department of Human Resources Amihan Makayan, IFPTE Local 21 Michael Jine, Office of the Assessor/Recorder Julia Ford, Office of the Assessor/Recorder The Honorable Phil Ting, Assessor/Recorder Joselito Laudencia, Deputy Assessor/Recorder Concepcion Vindell, Office of the Assessor/Recorder Hakam Ibrahim, Office of the Assessor/Recorder James Pan, Office of the Assessor/Recorder
Note:	Commissioners Gorrono and Wu indicated that they both listened to the tape of the previous meeting regarding this item.
Action:	Adopt the report; Sustain the decision of the Human Resources Director; deny the appeal by Amihan Makayan/IFPTE Local 21. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Gorrono inquired on the status of the Opinion of the City Attorney regarding the Q – 35 eligible list. He also suggested that the Commission should revisit the scheduling of Civil Service Commission meetings following a Monday holiday.

ADJOURNMENT

12:35 p.m.

Adjournment in memory of Battalion Chief John Flaherty, San Francisco Fire Department (ret.) The Commission directed the Executive Officer to extend condolences to the family on behalf of the Commission. (Vote of 4 to 0)

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

65
4
9/17/07

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
SEPTEMBER 17, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

09-13-07A11:21 RCVD

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 17, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of August 20, 2007

September 4, 2007: Postpone to the meeting of September 17, 2007.

Recommendation: Approve.

Regular Meeting of September 4, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0603-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4008-07/08	District Attorney's Office	$76,000	Will provide assistance to the District Attorney's Office in the prosecution of real estate fraud transactions.	Regular	06/30/09
4009-07/08	Environment	$1,500,000	Will conduct technical assistance and consulting for City Departments engaged in the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where sub-contractors for specific areas of expertise are required.	Regular	06/30/11

September 4, 2007: Postpone PSC #4008-07/08 to the meeting of September 17, 2007. Request Office of District Attorney representative to attend. Postpone PSC #4009-07/08 to the meeting of September 17, 2007 at the request of the Department of the Environment.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0694-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4015-07/08	Arts Commission	$338,007	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis.	Regular	06/30/08
4016-07/08	Arts Commission	$70,000	Will design, fabricate, and deliver an artwork for installation at the renovated Sunnyside Conservatory facility.	Regular	12/31/08
4017-07/08	Public Utilities Commission	$4,000,000	Will perform condition assessments on the HHWP conveyance system component.	Regular	01/28/13
4018-07/08	Public Utilities Commission	$4,000,000	Will provide analysis of potential hydrologic, hydraulic and seismic conditions that could affect the design, construction and operations of new facilities.	Regular	01/28/13
4019-07/08	Public Utilities Commission	$100,000	Will perform outreach and related activities for SFPUC projects. The work will include developing and maintaining a database of companies and related resources; marketing and promoting potential and specific SFPUC contracting opportunities.	Regular	10/01/09

4020-07/08	Office of Public Finance	$110,000	Will provide financial advisory services pertaining to municipal debt, in particular Lease Revenue Bonds, Series 2007 (the "Open Space Fund 2"). This service will include financial and legal analyses to size, price, and market bonds effectively.	Regular	06/26/08
4021-07/08	GSA-Office of Labor Standards Enforcement	$380,000	Will develop and implement an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program, employee workshops and trainings, and counseling and referral services.	Regular	11/14/09
4022-07/08	Tele-communications & Information Services	$170,000	Will perform Annual Preventive Maintenance on thirty (30) installed and operational Limitoruqe L120-20 and L120-40 Valve Actuators at various locations around San Francisco.	Regular	09/30/09
4023-07/08	Department of Elections	$740,000	Will provide translation, typesetting and layout for the Voter Information Pamphlets (VIPs) and other election related material for San Francisco voters for elections in November 2007, February 2008 and June 2008.	Regular	06/30/08
4024-07/08	Public Works	$2,500,000	Will provide as-needed design and oversight services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco.	Regular	10/01/12
4025-07/08	Juvenile Probation	$500,000	Will develop and implement a strategic plan that includes organizational development, the introductions of evidence based practices, and stakeholder engagement.	Regular	09/29/09
4015-05/06	Department of Emergency Management	Increase Amount $200,000 New Amount $3,641,000	Will prepare a San Francisco Bay Regional Emergency Coordination Plan, Standard Operation Procedures, a training program and curriculum, and regional exercises to test and refine the Regional Emergency Coordination Plan.	Regular	12/31/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (File No. 0608-07-3) – Action Item

Recommendation: Adopt report; Forward to Board of Supervisors.

(8) Report of Exempt Positions Under Charter Sections 10.104-16 through 10.104-18. (File No. 0690-07-1) – Action Item

Recommendation: Accept and file report.

(9) Annual Report on the Certification of Eligibles – Entry and Promotion – Uniformed Ranks of the Police and Fire. (File No. 0693-07-1) – Action Item

Recommendation: Accept and file report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Report from the Department of Public Works on the status of the conditional approval of personal services contract number 4105-06/07. (File No. 0691-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4105-06/07	Public Works	$55,000,000	Will provide studies, conduct design & engineering activities & prepare documents as required to develop a new general acute care hospital. Will be required to prepare documents & perform construction administration.	Regular	12/31/15

February 20, 2007: Adopt the Human Resources Director's report on PSC #4105-06/07 on the condition that the Department of Public Works provide bi-annual reports to the Civil Service Commission regarding discussions between the Department of Public Works and IFPTE Local 21 to insure that the civil service classes are used to the extent feasible subject to State mandated deadlines and other regulations enacted by the Office of State-wide Health Planning and Development. Notify the offices of the Controller and the Purchaser.

Recommendation of the Department of Public Works: Accept and file report.

(11) Report from the Department of Public Works on the status of the conditional approval of personal services contract number 4105-06/07. (File No. 0692-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-06/07	Public Works	$1,500,000	Will provide specialized, critical, and urgent project control tasks that include cost estimating, scheduling and claim analysis for various types of complex and unique public works projects in the form of third party peer reviews to validate these tasks.	Regular	04/30/10

March 19, 2007: Adopt the Human Resources Director's report on PSC #4127-06/07 on the condition that the Department of Public Works report to the Commission bi-annually on the use of civil service personnel and progress of the Bureau of Construction Management to create a cost estimate unit. Notify the offices of the Controller and the Purchaser.

Recommendation of the Department of Public Works: Accept and file report.

(12) Appeal by Michael Rosenberg of the Human Resources Director's finding of insufficient evidence to support his discrimination complaint. (File No. 0284-07-6) – Action Item

July 16, 2007: Postpone to the meeting of August 20, 2007 at the request of Michael Greenberg, Attorney and the Department of Human Resources.

August 20, 2007: Postpone to the meeting of September 4, 2007 at the request of Michael Greenberg, Attorney. This will be the last continuance granted.

September 4, 2007: Postpone to the meeting of September 17, 2007 at the request of Michael Greenberg, Attorney due to not receiving the requested documents.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Michael Rosenberg.

(13) Appeal by Vincent Mackie of the rejection of his application for Stable Attendant (Job Code 3310) with the San Francisco Police Department. (File No. 0337-07-4) – Action Item

August 20, 2007:	Postpone to the meeting of September 17, 2007 at the request of Steve Bingham, Attorney for Vincent Mackie.
Recommendation of the San Francisco Police Department and the Human Resources Director:	Adopt the report. Sustain the decision of the San Francisco Police Department and the Human Resources Director; deny the appeal by Vincent Mackie.

(14) Appeal by Chris Matal Sol of the Human Resources Director's determination of insufficient evidence to support his claim of denial of reasonable accommodation and retaliation. (File No. 0381-07-6) – Action Item

Recommendation of the Human Resources Director:	Adopt the report; Sustain the decision of the Human Resources Director; deny the appeal by Chris Matal Sol.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

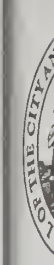
(15) Determination of future employability: permanent civil service appointment of Van Kindel, Gardener (Job Code 3417) Recreation and Park Department. (File No. 0364-07-7) - Action Item

Recommendation of the Recreation & Park Department:	Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. No future employment with the Recreation and Park Department.

(16) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(17) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(18) **ADJOURNMENT**



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting

SEPTEMBER 17, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
SEP 24 2007
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present (Left at 3:30 p.m. Missed PSC #4024-07/08, 4025-07/08; Items 7–12; and Items 14-18)
Commissioner Thomas T. Ng	Present (Left at 6:12 p.m. Missed Items 14-18)
Commissioner Yu-Yee Wu	Present

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Steven Bingham, Bay Area Legal Aid addressed the Commission regarding the request by the Department of Human Resources and the San Francisco Police Department to postpone the appeal by Vincent Mackie of the rejection of his application for Stable Attendant (Job Code 3310).

Lt. Denise Schmidt, San Francisco Police Department and Jennifer Johnston, Department of Human Resources responded to Mr. Bingham's concerns.

APPROVAL OF MINUTES

Regular Meeting of August 20, 2007

September 4, 2007: Postpone to the meeting of September 17, 2007.

Action: Approve. (Vote of 3 to 0); Commissioners Gorrono and Wu recused. (Vote of 5 to 0)

Regular Meeting of September 4, 2007

Action: Approve. (Vote of 4 to 0); Commissioner Becerril recused. (Vote of 5 to 0)

0603-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4008-07/08	District Attorney's Office	$76,000	Will provide assistance to the District Attorney's Office in the prosecution of real estate fraud transactions.	Regular	06/30/09
4009-07/08	Environment	$1,500,000	Will conduct technical assistance and consulting for City Departments engaged in the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where sub-contractors for specific areas of expertise are required.	Regular	06/30/11

September 4, 2007: Postpone PSC #4008-07/08 to the meeting of September 17, 2007. Request Office of District Attorney representative to attend.
Postpone PSC #4009-07/08 to the meeting of September 17, 2007 at the request of the Department of the Environment.

Speakers: Sheila Arcelona and David Pfeiffer, Office of District Attorney spoke on PSC #4008-07/08.
Mark Westlund, Department of the Environment spoke on PSC #4009-07/08.

Action:

(1) Adopt the Human Resources Director's report on PSC #4008-07/08 as amended to state in #3b that there are no civil service classes which normally performs the work described. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
(2) Adopt the Human Resources Director's report on PSC #4009-07/08 as amended to state that training will be provided to civil service personnel in the future to perform the work described. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0694-07-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4015-07/08	Arts Commission	$338,007	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis.	Regular	06/30/08
4016-07/08	Arts Commission	$70,000	Will design, fabricate, and deliver an artwork for installation at the renovated Sunnyside Conservatory facility.	Regular	12/31/08
4017-07/08	Public Utilities Commission	$4,000,000	Will perform condition assessments on the HHWP conveyance system component.	Regular	01/28/13
4018-07/08	Public Utilities Commission	$4,000,000	Will provide analysis of potential hydrologic, hydraulic and seismic conditions that could affect the design, construction and operations of new facilities.	Regular	01/28/13
4019-07/08	Public Utilities Commission	$100,000	Will perform outreach and related activities for SFPUC projects. The work will include developing and maintaining a database of companies and related resources; marketing and promoting potential and specific SFPUC contracting opportunities.	Regular	10/01/09
4020-07/08	Office of Public Finance	$110,000	Will provide financial advisory services pertaining to municipal debt, in particular Lease Revenue Bonds, Series 2007 (the "Open Space Fund 2"). This service will include financial and legal analyses to size, price, and market bonds effectively.	Regular	06/26/08
4021-07/08	GSA-Office of Labor Standards Enforcement	$380,000	Will develop and implement an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program, employee workshops and trainings, and counseling and referral services.	Regular	11/14/09
4022-07/08	Tele-communications & Information Services	$170,000	Will perform Annual Preventive Maintenance on thirty (30) installed and operational Limitoruqe L120-20 and L120-40 Valve Actuators at various locations around San Francisco.	Regular	09/30/09
4023-07/08	Department of Elections	$740,000	Will provide translation, typesetting and layout for the Voter Information Pamphlets (VIPs) and other election related material for San Francisco voters for elections in November 2007, February 2008 and June 2008.	Regular	06/30/08
4024-07/08	Public Works	$2,500,000	Will provide as-needed design and oversight services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco.	Regular	10/01/12
4025-07/08	Juvenile Probation	$500,000	Will develop and implement a strategic plan that includes organizational development, the introductions of evidence based practices, and stakeholder engagement.	Regular	09/29/09
4015-05/06	Department of Emergency Management	Increase Amount $200,000 New Amount $3,641,000	Will prepare a San Francisco Bay Regional Emergency Coordination Plan, Standard Operation Procedures, a training program and curriculum, and regional exercises to test and refine the Regional Emergency Coordination Plan.	Regular	12/31/08

0694-07-8 (continued)

Speakers: Mary Rohrbacker, Margaret Hannaford and Katie Miller, Public Utilities Commission spoke on PSC #4017-07/08 and 4018-07/08.
Mary Rohrbacker and Carol Isen, Public Utilities Commission spoke on PSC #4019-07/08.
Joan Lubamersky and Angela Whittaker, General Services Administration spoke on PSC #4020-07/08.
Joan Lubamersky, General Services Administration spoke on PSC #4021-07/08.
Thomas Reid, Department of Telecommunications & Information Services spoke on PSC #4022-07/08.
John Arntz, Department of Elections spoke on PSC #4023-07/08.
Stanley DeSouza, Department of Public Works spoke on PSC #4024-07/08.
Allison McGee, Juvenile Probation spoke on PSC #4025-07/08.

Action:

(1) Adopt the Human Resources Director's report on PSC #4019-07/08 as amended in #3b to reflect that Classes 1312 and 1314 be included as responses. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
(2) Adopt the Human Resources Director's report on PSC #4023-07/08 as amended in 5a to change answer from "Yes" to "No". Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
(3) Adopt the Human Resources Director's report on PSC #4024-07/08 as amended to state that there are legal mandates requiring the use of contractual services. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
(4) Adopt the Human Resources Director's report on PSC #4025-07/08. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
(5) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0608-07-3 **Certification of the Highest Prevailing Rate of Wages of the Various Crafts and Kinds of Labor Paid in Private Employment in the City and County of San Francisco. (Item No. 7)**

Speakers: None.

Action: Adopt report; Forward to Board of Supervisors. (Vote of 4 to 0)

0690-07-1 Report of Exempt Positions Under Charter Sections 10.104-16 through 10.104-18. (Item No. 8)

Speakers: None.

Action: Accept and file report. (Vote of 4 to 0)

0693-07-1 Annual Report on the Certification of Eligibles – Entry and Promotion – Uniformed Ranks of the Police and Fire. (Item No. 9)

Speakers: Bruce Topp, Department of Human Resources

Action: Accept and file report. (Vote of 4 to 0)

0691-07-8 Report from the Department of Public Works on the status of the conditional approval of personal services contract number 4105-06/07. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4105-06/07	Public Works	$55,000,000	Will provide studies, conduct design & engineering activities & prepare documents as required to develop a new general acute care hospital. Will be required to prepare documents & perform construction administration.	Regular	12/31/15

February 20, 2007: Adopt the Human Resources Director's report on PSC #4105-06/07 on the condition that the Department of Public Works provide bi-annual reports to the Civil Service Commission regarding discussions between the Department of Public Works and IFPTE Local 21 to insure that the civil service classes are used to the extent feasible subject to State mandated deadlines and other regulations enacted by the Office of State-wide Health Planning and Development. Notify the offices of the Controller and the Purchaser.

Speakers: Ron Alameida, Department of Public Works
Farbod Pirouzmand, IFPTE Local 21

Action: Accept and file report. (Vote of 4 to 0)

0692-07-8 Report from the Department of Public Works on the status of the conditional approval of personal services contract number 4127-06/07. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-06/07	Public Works	$1,500,000	Will provide specialized, critical, and urgent project control tasks that include cost estimating, scheduling and claim analysis for various types of complex and unique public works projects in the form of third party peer reviews to validate these tasks.	Regular	04/30/10

March 19, 2007: Adopt the Human Resources Director's report on PSC #4127-06/07 on the condition that the Department of Public Works report to the Commission bi-annually on the use of civil service personnel and progress of the Bureau of Construction Management to create a cost estimate unit. Notify the offices of the Controller and the Purchaser.

Speakers: Gary Hoy, Department of Public Works
Farbod Pirouzmand, IFPTE Local 21

Action: Accept the report. (Vote of 4 to 0)

0284-07-6 Appeal by Michael Rosenberg of the Human Resources Director's finding of insufficient evidence to support his discrimination complaint. (Item No. 12)

July 16, 2007: Postpone to the meeting of August 20, 2007 at the request of Michael Greenberg, Attorney and the Department of Human Resources.

August 20, 2007: Postpone to the meeting of September 4, 2007 at the request of Michael Greenberg, Attorney. This will be the last continuance granted.

September 4, 2007: Postpone to the meeting of September 17, 2007 at the request of Michael Greenberg, Attorney due to not receiving the requested documents.

Speakers: Janie White, Department of Human Resources
James Armstrong, Department of Public Works
Larry Stringer, Department of Public Works
Michael Greeenberg, Attorney for Michael Rosenberg
Michael Rosenberg, Appellant

Action: Grant the appeal by Michael Rosenberg. (Vote of 3 to 1; Commissioner Casper dissents.)

0337-07-4 Appeal by Vincent Mackie of the rejection of his application for Stable Attendant (Job Code 3310) with the San Francisco Police Department. (Item No. 13)

August 20, 2007: Postpone to the meeting of September 17, 2007 at the request of Steve Bingham, Attorney for Vincent Mackie.

Speakers: Steven Bingham, Attorney for Vincent Mackie
Denise Schmidt, San Francisco Police Department
Jennifer Johnston, Department of Human Resources

Action: Postpone to the meeting of October 1, 2007. (Vote of 5 to 0)

0381-07-6 Appeal by Chris Matal Sol of the Human Resources Director's determination of insufficient evidence to support his claim of denial of reasonable accommodation and retaliation. (Item No. 14)

Speakers: Dorothy Yee, Department of Human Resources
Douglas Prutton, Attorney for Vincent Mackie
Tom Willis, Department of Public Works
Jennifer Johnston, Department of Human Resources

Action: Commissioner Wu recused on the Workers' Compensation portion of the appeal. (Vote of 3 to 0) As the recusal will not result in the concurrence of a majority necessary to any action; this item is postponed to a meeting when the department notifies the Executive Officer that all parties are available and when calendared, will be the first item on the Regular calendar. (Vote of 3 to 0)

0364-07-7 Determination of future employability: permanent civil service appointment of Van Kindel, Gardener (Job Code 3417) Recreation and Park Department. (Item No. 15)

Speakers: None.

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. No future employment with the Recreation and Park Department. (Vote of 3 to 0) Mr. Kindel failed to appear.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

6:37 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

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AGENDA

09-26-07A11:28 RCVD

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SEP 26 2007

SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
of
October 1, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 1, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of September 17, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0730-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-07/08	Mayor's Office of Economic & Workforce Development	$150,000	Will develop and implement a public media campaign and an employer outreach program on the City's labor laws. Work products may include the development of public service announcements, production of written and web-based informational materials.	Regular	06/30/08
4027-07/08	Mayor's Office of Economic & Workforce Development	$75,000	Will conduct a feasibility study for the possible development of a high-quality performing arts/arts-related center that includes gallery and administrative uses as a site comprised of approx. 90,000 sq. ft. at Van Ness and Grove Street.	Regular	10/15/08
4028-07/08	Planning Department	$1,000,000	Will provide historic resources survey and architectural design services to complete the long-range planning effort of generating a city-wide inventory of buildings and areas of architectural, historical and cultural significance.	Regular	01/01/10
4029-07/08	Planning Department	$650,000	Will provide completion of environmental analysis for the Transit Center District Plan and the Transit Tower in S.F. The Planning Department is preparing the Plan and the Trans-Bay Joint Powers Authority (TAJPA) is serving as project sponsor.	Regular	06/30/09
4030-07/08	Municipal Transportation Agency (MTA)	$99,000	Will research, analyze and produce a "State of Cycling in San Francisco" report assessing the effectiveness of existing bicycle facilities and programs.	Regular	08/31/08
4031-07/08	Municipal Transportation Agency (MTA)	$250,154	Will conduct and evaluate a pilot middle school bicycle education program. The program will be based on, and consistent with, the League of American Bicyclist's Bike Ed curriculum.	Regular	09/30/09
4032-07/08	Public Utilities Commission	$1,200,000	Will review, assess, develop and implement a records management (RM) system for the Water Systems Improvement Program specifically designed for application to the SFPUC's current records management operating system.	Regular	12/31/11
4033-07/08	Public Utilities Commission	$3,900,000	Will install, configure, and test a new Customer Information and Billing System. Assist PUC in migrating data from old system to new system. Train PUC staff in use and ongoing maintenance of system.	Regular	11/01/09
4034-07/08	Public Health	$200,000	Will provide specialized hazardous materials handling and emergency response training for the City's Hazardous Materials Team. Approx. 40 Fire Department and Public Health personnel will receive 160 hours of training to qualify them as Hazardous Materials Tech.	Regular	12/31/12

4035-07/08	GSA/City Administrator Animal Care & Control	$104,500	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed.	Regular	06/30/08
4031-06/07	Municipal Transportation Agency (MTA)	Increase Amount $16,969 New Amount $192,874	Will provide parts, labor, and software system to install 110 Automatic Passenger Counter devices on select MTA Revenue Vehicles to determine accurate ridership numbers.	Regular	12/31/07
4064-06/07	Public Utilities Commission	Increase Amount $2,900,000 New Amount $4,550,000	Will provide remaining architectural design development services for 525 Golden Gate Avenue including comprehensive space planning for the SFPUC, complete the remaining 50% of the design development drawings and the permitting for the project.	Regular	01/31/08
4074-06/07	Public Utilities Commission	Increase Amount $330,000 New Amount $550,000	Will provide businesses and residents an alternative disposal option for fats, oils and grease (FOG) and to make beneficial reuse of this wastestream by diverting FOG to the SFPUC FOG Biofuel Program.	Regular	12/31/09
4012-06/07	Public Health & CHN	New Amount $300,000 New Amount $500,000	Will provide as-needed and after-hours security guard services and as-needed guard/driver services for the Community Health Network.	Regular	06/30/10
4136-03/04	Public Health	Increase Amount $3,160,000 New Amount $4,480,000	Will provide storage and retrieval services for approximately 32,500 linear feet of medical records for the City and County of San Francisco and its Departments, divisions and on-campus Primary Care and Specialty Clinics to comply with local, state and federal laws.	Regular	06/30/12

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Alvin Johnson of the Position-Based Testing job announcement for 0941 Manager VI – IS Manager (PBT-0941-53190). (File No. 0721-07-4) – Action Item

Recommendation: Open for discussion.

(7) Appeal by Vincent Mackie of the rejection of his application for Stable Attendant (Job Code 3310) with the San Francisco Police Department. (File No. 0337-07-4) – Action Item

August 20, 2007: Postpone to the meeting of September 17, 2007 at the request of Steve Bingham, Attorney for Vincent Mackie.

September 17, 2007: Postpone to the meeting of October 1, 2007.

Recommendation of the San Francisco Police Department and the Human Resources Director: Adopt the report. Sustain the decision of the San Francisco Police Department and the Human Resources Director; deny the appeal by Vincent Mackie.

(8) Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (File No. 0027-07-6) – Action Item

August 20, 2007:	Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.
Recommendation of the Human Resources Director:	Adopt the report; Sustain the decision of the Human Resources Director; deny the appeal by Virginia Morgan.

(9) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(10) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(11) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
October 1, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:05 p.m.

ROLL CALL

DOCUMENTS DEPT.
OCT 10 2007
SAN FRANCISCO
PUBLIC LIBRARY

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Yu-Yee Wu	Present (Left at 6:30 p.m. Missed Items 10 & 11)

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of September 17, 2007

Action: Approve. (Vote of 5 to 0)

0730-07-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-07/08	Mayor's Office of Economic & Workforce Development	$150,000	Will develop and implement a public media campaign and an employer outreach program on the City's labor laws. Work products may include the development of public service announcements, production of written and web-based informational materials.	Regular	06/30/08
4027-07/08	Mayor's Office of Economic & Workforce Development	$75,000	Will conduct a feasibility study for the possible development of a high-quality performing arts/arts-related center that includes gallery and administrative uses as a site comprised of approx. 90,000 sq. ft. at Van Ness and Grove Street.	Regular	10/15/08
4028-07/08	Planning Department	$1,000,000	Will provide historic resources survey and architectural design services to complete the long-range planning effort of generating a city-wide inventory of buildings and areas of architectural, historical and cultural significance.	Regular	01/01/10
4029-07/08	Planning Department	$650,000	Will provide completion of environmental analysis for the Transit Center District Plan and the Transit Tower in S.F. The Planning Department is preparing the Plan and the Trans-Bay Joint Powers Authority (TAJPA) is serving as project sponsor.	Regular	06/30/09
4030-07/08	Municipal Transportation Agency (MTA)	$99,000	Will research, analyze and produce a "State of Cycling in San Francisco" report assessing the effectiveness of existing bicycle facilities and programs.	Regular	08/31/08
4031-07/08	Municipal Transportation Agency (MTA)	$250,154	Will conduct and evaluate a pilot middle school bicycle education program. The program will be based on, and consistent with, the League of American Bicyclist's Bike Ed curriculum.	Regular	09/30/09
4032-07/08	Public Utilities Commission	$1,200,000	Will review, assess, develop and implement a records management (RM) system for the Water Systems Improvement Program specifically designed for application to the SFPUC's current records management operating system.	Regular	12/31/11
4033-07/08	Public Utilities Commission	$3,900,000	Will install, configure, and test a new Customer Information and Billing System. Assist PUC in migrating data from old system to new system. Train PUC staff in use and ongoing maintenance of system.	Regular	11/01/09
4034-07/08	Public Health	$200,000	Will provide specialized hazardous materials handling and emergency response training for the City's Hazardous Materials Team. Approx. 40 Fire Department and Public Health personnel will receive 160 hours of training to qualify them as Hazardous Materials Tech.	Regular	12/31/12
4035-07/08	GSA/City Administrator Animal Care & Control	$104,500	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed.	Regular	06/30/08
4031-06/07 *Withdrawn*	Municipal Transportation Agency (MTA)	Increase Amount $16,969 New Amount $192,874	Will provide parts, labor, and software system to install 110 Automatic Passenger Counter devices on select MTA Revenue Vehicles to determine accurate ridership numbers.	Regular	12/31/07

4064-06/07	Public Utilities Commission	Increase Amount $2,900,000 New Amount $4,550,000	Will provide remaining architectural design development services for 525 Golden Gate Avenue including comprehensive space planning for the SFPUC, complete the remaining 50% of the design development drawings and the permitting for the project.	Regular	01/31/08
4074-06/07	Public Utilities Commission	***Increase Amount $550,000 New Amount $770,000***	Will provide businesses and residents an alternative disposal option for fats, oils and grease (FOG) and to make beneficial reuse of this wastestream by diverting FOG to the SFPUC FOG Biofuel Program.	Regular	12/31/09
4012-06/07	Public Health & CHN	New Amount $300,000 New Amount $500,000	Will provide as-needed and after-hours security guard services and as-needed guard/driver services for the Community Health Network.	Regular	06/30/10
4136-03/04	Public Health	Increase Amount $3,160,000 New Amount $4,480,000	Will provide storage and retrieval services for approximately 32,500 linear feet of medical records for the City and County of San Francisco and its Departments, divisions and on-campus Primary Care and Specialty Clinics to comply with local, state and federal laws.	Regular	06/30/12

Speakers:

Kyri McClellan, Mayor's Office of Economic & Workforce Development spoke on PSC #4027-07/08.
Elaine Forbes, Planning Department spoke on PSC #4028-07/08 and 4029-07/08.
Deirdre Weinberg, Municipal Transportation Agency spoke on PSC #4030-07/08.
Nick Carr, Municipal Transportation Agency spoke on PSC #4031-07/08.
Jacquie Hale and Richard Lee, Department of Public Health spoke on PSC #4034-07/08.
Joan Lubamersky, General Services Administration spoke on PSC #4035-07/08.
John Winge, Public Utilities Commission and Ron Tom, Department of Public Works spoke on PSC #4064-06/07.
Bonita McGee and Karri Ving, Public Utilities Commission spoke on PSC #4074-06/07.
Jacquie Hale, Edward Pease and Richard Rothman, Department of Public Health spoke on PSC #4012-06/07.
Jacquie Hale, Department of Public Health spoke on PSC #4136-03/04.

Action:

(1) Withdraw PSC #4031-06/07 at the request of the Municipal Transportation Agency. (Vote of 5 to 0)
(2) Adopt the Human Resources Director's report on PSC # 4074-06/07 and 4012-06/07 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
(3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0721-07-4 **Appeal by Alvin Johnson of the Position-Based Testing job announcement for 0941 Manager VI – IS Manager (PBT-0941-53190). (Item No. 6)**

Speakers: None.

Action: Postpone to the meeting of October 15, 2007 by mutual agreement of Alvin Johnson and the Department of Human Resources. (Vote of 5 to 0)

0337-07-4 **Appeal by Vincent Mackie of the rejection of his application for Stable Attendant (Job Code 3310) with the San Francisco Police Department. (Item No. 7)**

August 20, 2007: Postpone to the meeting of September 17, 2007 at the request of Steve Bingham, Attorney for Vincent Mackie.

September 17, 2007: Postpone to the meeting of October 1, 2007.

Speakers: Lt. Denise Schmitt, San Francisco Police Department
Steven Bingham, Attorney for Vincent Mackie
Vincent Mackie, Appellant
Insp. Shelley Ross-Bell, San Francisco Police Department
Bill Coleman, on behalf of appellant
Ramona Graham, Human Services Agency on behalf of appellant

Action: Adopt the report. Sustain the decision of the San Francisco Police Department and the Human Resources Director; deny the appeal by Vincent Mackie. (Vote of 3 to 2; Commissioners Becerril and Wu dissent.)

0027-07-6 **Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 8)**

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

Speakers: None.

Action: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Becerril made note of a letter from The City Edition and requested that the Executive Officer respond.

ADJOURNMENT

6:35 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

10-11-07A11:25 RCVD

DOCUMENTS DEPT.

OCT 11 2007

SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
of
October 15, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SPECIAL ORDER OF BUSINESS – 3:00 P.M.

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

5 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 15, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of October 1, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0784-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4036-07/08	District Attorney's Office	$70,000	Will provide assistance to the District Attorney's Office in developing a Cold Case Unit in order to effectively investigate and prosecute "cold cases" using DNA evidence. The contractor will serve to educate and assist various offices in San Francisco.	Regular	06/30/08
4037-07/08	Airport Commission	$10,000,000	Will operate the Airport's Curbside Management Program for on-demand door-to-door van, taxicab and limousine operations, provide customer service for air passengers seeking door-to-door transportation to leave the Airport, and facilitate services.	Regular	12/31/10
4038-07/08	Municipal Transportation Agency (MTA)	$85,500	Will provide customer electronic notification services to subscribers for information related to all services provided by the San Francisco Municipal Transportation Agency (SFMTA), including but not limited to service delays.	Regular	12/31/08
4043-04/05	Tele-communications & Information Services	Increase Amount $1,200,000 New Amount $2,800,000	Will maintain current Court Management System (which includes CABLE technology); adapt Court Management System to new Trial Courts organization; participate in development of JUSTIS project, which replaces the legacy CABLE and Court Management systems.	Regular	06/30/09
4081-06/07	Mayor's Office of Housing	*Savings* Amount $(135,000) New Amount $45,000	Will provide loan servicing for the SF Seismic Loan Program which includes, but not limited to auditing SSLP repayment files; generating loan repayments; and depositing SSLP loan repayments into a City bank.	Regular	06/30/12

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Appeal by Alvin Johnson of the Position-Based Testing job announcement for 0941 Manager VI – IS Manager (PBT-0941-53190). (File No. 0721-07-4) – Action Item

October 1, 2007: Postpone to the meeting of October 15, 2007 by mutual agreement of Alvin Johnson and the Department of Human Resources.

Recommendation: Open for discussion.

SPECIAL ORDER OF BUSINESS – 3:00 P.M.

(7) Appeal by James Spillane and Joseph Engler of the job announcement for Q – 80 Police Captain and the rejection of their application for Q – 80 Police Captain, San Francisco Police Department. (File No. 0785-07-4) – Action Item

Recommendation of the Human Resources Director: Adopt the report; Sustain the decision of the Human Resources Director; deny the appeal by James Spillane and Joseph Engler.

EXECUTIVE OFFICER'S REPORT

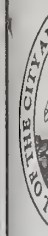
(8) First Quarter Report: Fiscal Year 2007 – 08 Goals and Objectives as of September 30, 2007. (File No. 0786-07-1) – Action Item

Recommendation: Accept the report.

(9) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(10) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(11) ADJOURNMENT



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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

1/5/07

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
October 15, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.

OCT 19 2007

SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Not Present (notified absence)
Commissioner Thomas T. Ng	Not Present (notified absence)
Commissioner Yu-Yee Wu	Present

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of October 1, 2007

Action: Approve as amended. (Vote of 3 to 0)

ANNOUNCEMENTS

The Executive Officer announced that the Commission will be holding a Strategic Planning Meeting on Monday, October 29, 2007 at 2:00 p.m. in Room 416, City Hall.

President Alicia Becerril welcomed Micki Callahan to her first Civil Service Commission meeting as the newly appointed Human Resources Director.

0784-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4036-07/08	District Attorney's Office	$70,000	Will provide assistance to the District Attorney's Office in developing a Cold Case Unit in order to effectively investigate and prosecute "cold cases" using DNA evidence. The contractor will serve to educate and assist various offices in San Francisco.	Regular	06/30/08
4037-07/08	Airport Commission	$10,000,000	Will operate the Airport's Curbside Management Program for on-demand door-to-door van, taxicab and limousine operations, provide customer service for air passengers seeking door-to-door transportation to leave the Airport, and facilitate services.	Regular	12/31/10
4038-07/08	Municipal Transportation Agency (MTA)	$85,500	Will provide customer electronic notification services to subscribers for information related to all services provided by the San Francisco Municipal Transportation Agency (SFMTA), including but not limited to service delays.	Regular	12/31/08
4043-04/05	Tele-communications & Information Services	Increase Amount $1,200,000 New Amount $2,800,000	Will maintain current Court Management System (which includes CABLE technology); adapt Court Management System to new Trial Courts organization; participate in development of JUSTIS project, which replaces the legacy CABLE and Court Management systems.	Regular	06/30/09
4081-06/07	Mayor's Office of Housing	***Savings*** Amount $(135,000) New Amount $45,000	Will provide loan servicing for the SF Seismic Loan Program which includes, but not limited to auditing SSLP repayment files; generating loan repayments; and depositing SSLP loan repayments into a City bank.	Regular	06/30/12

Speakers: Galen Leung, San Francisco International Airport spoke on PSC #4037-07/08.
Walter Calcagno, Department of Telecommunications and Information Services spoke on PSC #4043-04/05.

Action:

1. Adopt the Human Resources Director's report on PSC #4043-04/05 as verbally amended in 4B. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
2. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0721-07-4 **Appeal by Alvin Johnson of the Position-Based Testing job announcement for 0941 Manager VI – IS Manager (PBT-0941-53190). (Item No. 6)**

October 1, 2007: Postpone to the meeting of October 15, 2007 by mutual agreement of Alvin Johnson and the Department of Human Resources.

Speakers: None.

Action: Deny the appeal by Alvin Johnson. (Vote of 3 to 0)
Mr. Johnson failed to appear.

0785-07-4 **Appeal by James Spillane and Joseph Engler of the job announcement for Q – 80 Police Captain and the rejection of their application for Q – 80 Police Captain, San Francisco Police Department. (Item No. 7)**

Speakers: Bruce Topp, Department of Human Resources
Alice Villagomez, San Francisco Police Department
Deputy Chief Charles Keohane, San Francisco Police Department
Insp. Joseph Engler, Appellant
Linda Simon, Department of Human Resources
Lt. James Spillane, Appellant

Action:

1. Adopt the report on the Joseph Engler matter. Sustain the decision of the Human Resources Director; deny the appeal by Joseph Engler. (Vote of 2 to 1; Commissioner Wu dissents. Three votes are required for any action.)
2. Adopt the report on the matter of Lt. James Spillane. Sustain the decision of the Human Resources Director; deny the appeal by Lt. James Spillane. (Vote of 3 to 0)

Note: The Commission instructed the Executive Officer to schedule a Special Meeting on October 26, 2007, to hear the discrimination appeal of Joseph Engler and continue this matter.

0786-07-1 **First Quarter Report: Fiscal Year 2007 – 08 Goals and Objectives as of September 30, 2007. (File No. 8)**

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Terry Ivy spoke regarding the assignment of Q – 50 Sergeant positions to Q – 35 Inspector requisitions.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

President Becerril stated she would like to see a more regular accounting of the appeals that are outstanding, possibly every three months.

She also questioned whether there should be more definite rules that apply to the type of documentation that would be needed to insure that an officer is credited with any out of class assignments and whether like work like pay would be accepted for all or just certain classifications as well as the use of performance appraisals to determine whether or not an officer would be able to get credit.

Commissioner Casper mentioned that our rules do not contain any specific remedies which the Commission may afford with respect to the resolution of discrimination matters.

President Becerril further requested of the Deputy City Attorney an opinion of remedies that may be afforded by the Commission in discrimination matters.

ADJOURNMENT

6:15 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

GAVIN NEWSOM
MAYOR

F
C65
#4
10/23/07
special

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Tuesday, October 23, 2007

5:30 p.m.

10-22-07 1:45 RCVD

Room 421 – City Hall
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call.

II. Whether to go forward with the October 26, 2007 Special meeting of the Commission, or give direction for rescheduling one or both of the items for that meeting – DISCUSSION AND POSSIBLE ACTION ITEM

III. At its October 15, 2007 Meeting, the Civil Service Commission decided to schedule a Special Meeting on October 26, 2007 to discuss:

1) Appeal by Joseph Engler of the decision of the Human Resources Director's determination of insufficient evidence to support his discrimination complaint. (File 0403-06-6); and
2) Appeal by Joseph Engler of the job announcement for Q – 80 Police Captain and the rejection of his application for Q – 80 Police Captain, San Francisco Police Department. This matter was heard at the October 15, 2007 Meeting. The vote was 2 to 1 to deny the appeal and three votes are needed for any Commission action. (File No. 0785-07-4)

IV. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 to 5:00 p.m.*

Posted 10/19/07

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

AMENDED

Tuesday, October 23, 2007

5:30 p.m.

Room 421 – City Hall
1 Dr. Carlton B. Goodlett Place

10-22-07P04:50 RCVD

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PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Whether to go forward with the October 26, 2007 Special Meeting of the Commission, or give direction for rescheduling one or both of the items for that meeting – DISCUSSION AND POSSIBLE ACTION ITEM

The Commission's options may include a motion that the October 26, 2007 Special Meeting be cancelled.

The Commission's options are not limited to such motion.

At its October 15, 2007 Meeting, the Civil Service Commission decided to schedule a Special Meeting on October 26, 2007 to discuss:

1) Appeal by Joseph Engler of the decision of the Human Resources Director's determination of insufficient evidence to support his discrimination complaint. (File 0403-06-6); and
2) Appeal by Joseph Engler of the job announcement for Q – 80 Police Captain and the rejection of his application for Q – 80 Police Captain, San Francisco Police Department. This matter was heard at the October 15, 2007 Meeting. The vote was 2 to 1 to deny the appeal and three votes are needed for any Commission action. (File No. 0785-07-4)

It is anticipated that the discussion of whether to go forward with the October 26, 2007 Special Meeting may include among other things a motion for a definitive ruling by the Commission on the appeal concerning the Q-80 Police Captain Examination.

III. Adjournment.

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Posted 10/22/07

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Civil Service Commission

October 23, 2007 Special Meeting

AMENDED

Minutes of Special Meeting

Tuesday, October 23, 2007
5:30 p.m.

I. The Special Meeting was called to order at 5:40 p.m.

Present: President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Yu-Yee Wu

Not Present: Commissioner Thomas T. Ng (Notified Absence)

President Alicia D. Becerril presided.

II. Whether to go forward with the October 26, 2007 Special Meeting of the Commission, or give direction for rescheduling one or both of the items for that meeting.

At its October 15, 2007 Meeting, the Civil Service Commission decided to schedule a Special Meeting on October 26, 2007 to discuss:

1) Appeal by Joseph Engler of the decision of the Human Resources Director's determination of insufficient evidence to support his discrimination complaint. (File No. 0403-06-6); and

2) Appeal by Joseph Engler of the job announcement for Q – 80 Police Captain and the rejection of his application for Q – 80 Police Captain, San Francisco Police Department. This matter was heard at the October 15, 2007 Meeting. The vote was 2 to 1 to deny the appeal and three votes are needed for any Commission action. (File No. 0785-07-4)

Speakers: Bruce Topp, Department of Human Resources
Paul Zarefsky, Deputy City Attorney
Joseph Engler, Appellant
Linda Simon, Department of Human Resources – EEO Unit
Alice Villagomez, Human Resources Director, San Francisco Police Department

Jennifer Johnston, Department of Human Resources

Anita Sanchez, Executive Officer, CSC

Action:

1) Postpone the October 26, 2007 meeting to allow the appellant and Commission time to review the staff report on the discrimination matter and stay the Q-80 Police Captain examination until this case is finished in the interest of fairness. (Vote of 2 to 2; Commissioners Becerril and Casper dissent; Motion fails.)

2) Postpone the October 26, 2007, meeting regarding the discrimination appeal pending receipt of the City Attorney's decision of the Copley Press matter and pending the City Attorney's opinion on remedies regarding discrimination cases. (Vote of 4 to 0)

3) Instruct Department of Human Resources to waive the minimum qualifications and allow Inspector Engler to take the Q-80 Police Captain examination on October 29, 2007, and place him under waiver pending the outcome of his discrimination complaint before the Commission (Vote of 2 to 2; Commissioners Becerril and Casper dissent; Motion fails.)

Note: Commissioner Gorrono indicated that he seconded the motion because of the extraordinary circumstances regarding an appeal in which Inspector Engler prevailed at the Commission that would have given him over three years had he been appointed from the last Lieutenant's list. This in no way is to grant or insist that the appointing authority (the Chief) select the appellant to a Captain's job. This is only to allow the appellant to participate in the examination and then placed under waiver. He also repeated his earlier statement that there were non-merit factors at play, the announcement was amended and not followed, and the process was flawed.

Commissioner Casper stated that he voted No for the following reason; the Commission lacks the jurisdiction under the Charter or its own Rules to grant a waiver from the minimum qualifications requirement of the Q-80 Police Captain examination.

Commissioner Wu stated that she voted Yes for the reasons she has stated throughout this hearing that sometimes there needs to be an exception in extraordinary situations. ***She stated that this is an extraordinary situation because the Commission granted Engler's prior appeal on his non-promotion to Lieutenant but gave no remedy. Moreover, Engler may be harmed by not being able to take the Captain's examination due to the City's failure to address his discrimination complaint for more than a year.*** She also stated that the Commission has the authority and jurisdiction to direct the Department of Human Resources to make or grant a waiver.

Commissioner Becerril stated that she voted No because the Commission lacks authority to grant a waiver on minimum qualifications.

4) Cancel October 26, 2007 Special Meeting. (Vote of 4 to 0)

V. Adjournment

9:00 p.m.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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Agenda and Notice of Special Meeting*

Friday, October 26, 2007
9:00 a.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

GAVIN NEWSOM
MAYOR

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

*NOTE: THE COMMISSION IS HOLDING A SPECIAL MEETING ON TUESDAY, OCTOBER 23, 2007 AT 5:30 P.M. IN ROOM 421, CITY HALL, TO CONSIDER WHETHER TO GO FORWARD WITH THE ABOVE SPECIAL MEETING SCHEDULED FOR FRIDAY, OCTOBER 26, 2007. IF THE OCTOBER 26 MEETING IS CANCELLED, RESCHEDULED, OR NARROWED IN SCOPE, AN APPROPRIATE NOTICE WILL BE POSTED ON WEDNESDAY, OCTOBER 24, 2007.

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Appeal by Joseph Engler of the decision of the Human Resources Director's determination of insufficient evidence to support his discrimination complaint. (File 0403-06-6) – Action Item

NOTE: This item will not necessarily be heard, in whole or part, in closed session. It has been agendized as a potential closed session item to preserve that option for the Commission if it is determined that some or all of the hearing should, for legal reasons, be conducted in closed session.

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to hold a closed session pursuant to San Francisco Administrative Code Section 67.10(b), California Government Code Section 54957(b), and California Penal Code Sections 832.5, 832.7, and 832.8. **(Action Item)**

C) Reconvene in open session:
1) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a).) (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54957.1 (a) (5) and San Francisco Administrative Code Section 67.12 (b) (4).

Recommendation: Adopt the report; Sustain the decision of the Human Resources Director; deny the appeal by Joseph Engler.

IV. Appeal by Joseph Engler of the job announcement for Q – 80 Police Captain and the rejection of his application for Q – 80 Police Captain, San Francisco Police Department. (File No. 0785-07-4) – Action Item

October 15, 2007: Adopt the report on the Joseph Engler matter. Sustain the decision of the Human Resources Director; deny the appeal by Joseph Engler. (Vote of 2 to 1; Commissioner Wu dissents. Three votes are required for any action.)

Recommendation: Adopt the report; Sustain the decision of the Human Resources Director; deny the appeal by Joseph Engler.

V. Adjournment.

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Posted 10/22/07

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Civil Service Commission

October 26, 2007 Cancelled Special Meeting

October 24, 2007

NOTICE OF CANCELLED MEETING

The Civil Service Commission **Friday, October 26, 2007 Special Meeting** at 9:00 a.m. in Room 400, City Hall **has been cancelled.**

If you need additional information, you may call us at 415-252-3247.

Respectfully Submitted,

ANITA SANCHEZ

Executive Officer

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
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ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

IORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Monday, October 29, 2007

2:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

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I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Commission Strategic Planning Retreat. Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement, and an Outline of Discussion.

MERIT SYSTEM DIRECTION (DISCUSSION AND POSSIBLE ACTION)

- Civil Service Commission Meeting and Hearing Procedures
- Civil Service Commission Rules and Policies
- Goals and Objectives for Fiscal Year 2007 – 2008

IV. Adjournment.

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Posted 10/23/07

VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

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Civil Service Commission

October 29, 2007 Special Meeting

Agenda and Notice of Special Meeting

Amended

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special
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OCT 26 2007

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Monday, October 29, 2007

3:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place

I. Call to Order and Roll Call.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Commission Strategic Planning Retreat. Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement, and an Outline of Discussion.

MERIT SYSTEM DIRECTION (DISCUSSION AND POSSIBLE ACTION)

- Civil Service Commission Meeting and Hearing Procedures
- Civil Service Commission Rules and Policies
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IV. Adjournment.

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Posted 10/25/07

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Civil Service Commission

October 29, 2007 Special Meeting

Minutes of Special Meeting

Monday, October 29, 2007

3:00 p.m.

I. The Special Meeting was called to order at 3:11 p.m.

Present: President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Yu-Yee Wu

Not Present: Commissioner Thomas T. Ng (Notified Absence)

President Alicia D. Becerril presided.

II. Public Comment on all matters appearing on the Special Meeting Agenda Session.

Joseph Engler spoke that Charter Section 10.104 has been forgotten and it is a limiting section for department heads. He stated that discrimination is official misconduct and the Commission must have the ability to act and enforce the Rules.

III. Civil Service Commission Strategic Planning Retreat. Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement, and an Outline of Discussion.

MERIT SYSTEM DIRECTION (DISCUSSION AND POSSIBLE ACTION)

- Civil Service Commission Meeting and Hearing Procedures
- Civil Service Commission Rules and Policies
- Goals and Objectives for Fiscal Year 2007 – 2008

Speakers: 1) Bob Pritchard, Department of Human Resources

2) Micki Callahan, Human Resources Director

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IV. Adjournment

5:05 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

/07

LICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
November 5, 2007

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2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 5, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of October 15, 2007

Recommendation: Approve.

Special Meeting of October 23, 2007 – 5:30 p.m.

Recommendation: Approve.

Special Meeting of October 29, 2007 – 3:00 p.m.

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0832-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4039-07/08	District Attorney's Office	$110,000	Will conduct additional prevention/educational work in the LGBT community to help reduce the number of incidents of violent/hate crimes committed against LGBT communities.	Regular	06/30/08
4040-07/08	Building Inspection	$100,000	Will provide comprehensive fee studies to ensure appropriate building fee and service charges, as well as to assist the City in fully assessing fees to recover total costs of providing related services.	Regular	06/30/08
4041-07/08	Public Utilities	$450,000	Will provide environmental analysis services for the New Diversion Dam Road Bridge Upgrade Project. This will entail coordination and work plan preparation; environmental document scoping; environmental background and field studies.	Regular	01/03/11
4042-07/08	Public Utilities	$600,000	Will identify surplus SFPUC properties that are candidates for revenue enhancement; accessing project and entitlement feasibility and economics; making entitlement applications; building and sustaining local government and community relationships.	Regular	06/30/11
4043-07/08	Public Utilities	$2,500,000	Will provide complete management of underwriting and remarketing for SFPUC Water Enterprise revenue bonds, planned issuance for Spring 2008.	Regular	01/31/09
4044-07/08	Public Utilities	$9,000,000	Will provide third party review of engineering contract documents prepared by engineers employed by the City and by Consultants.	Regular	12/31/12
4045-07/08	General Services, Office of Language Services	$1,000,000	Will provide a single, toll-free 800 telephone number for participating City departments to access Telephonic Language Interpretation Services in the Core Languages and must be available 24 hours a day, 365 days of the year.	Regular	12/31/09
4046-07/08	Tele-communications & Information Services	$300,000	Will conduct market research and additional engineering analysis to assess the feasibility of the City participating in the creation of a community broadband network to serve the public.	Regular	10/01/10
4047-07/08	Public Works	$1,800,000	Will provide as-needed environmental, scientific and laboratory consultation services to provide rapid resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and regulatory negotiations.	Regular	12/31/12
4048-07/08	Public Utilities	Increase Amount $30,000 New Amount $79,000	Will gather and catalog historic and contemporary records of the San Francisco Public Utilities Commission. Users of these records include PUC Executive staff, staff of the City Attorney's office engineers, other city staff and public users.	Regular	04/30/09

4002-06/07	Public Utilities	Increase Amount $1,500,000 New Amount $4,500,000	Will provide specialized and technical as-needed services in the areas of wastewater and storm water handling; management improvement; asset management; specialized technical operations and maintenance; and security, control and emergency response.	Regular	09/30/11
4003-06/07	Public Utilities	Increase Amount $3,200,000 New Amount $9,600,000	Will provide specialized and technical as-needed services in the areas of water supply, treatment, and handling; water quality; watershed and right-of-way management; construction management; corrosion control; and management improvement.	Regular	09/30/11
4086-03/04	Public Utilities	Increase Amount $708,351 New Amount $2,458,351	Will provide environmental document scoping, environmental background studies, alternatives analysis; preparation of draft environmental documents; Public review of draft environmental document, response to public comments.	Regular	12/31/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Proposed Civil Service Commission Meeting Schedule for Calendar Year 2008. (File No. 0837-07-1) - Action Item

Recommendation: Approve.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Request for appointment of Trustee to the Transport Workers San Francisco Municipal Railway Trust Fund. (File No. 0833-07-1) – Action Item

Recommendation: Name appointment of a Trustee to the Transport Workers San Francisco Municipal Railway Trust Fund at the November 19, 2007 meeting.

(8) Presentation by the Department of Human Resources on the Implementation of the New Clerical Testing Program. (File No. 0838-07-1) – Action Item

Recommendation: Accept the report.

EXECUTIVE OFFICER'S REPORT

(9) **Review of Pending Appeals Log as of October 26, 2007. (File No. 0834-07-1) – Action Item**

Recommendation: Accept the report.

(10) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(11) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(12) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5/07

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
November 5, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:07 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present (Left at 3:25 p.m., missed Items #6-12)
Commissioner Thomas T. Ng	Not Present (Notified absence)
Commissioner Yu-Yee Wu	Present

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of October 15, 2007

Action: Approve as amended. (Vote of 3 to 0); Commissioner Gorrono recused. (Vote of 4 to 0)

Special Meeting of October 23, 2007 – 5:30 p.m.

Action: Approve as amended. (Vote of 4 to 0)

Special Meeting of October 29, 2007 – 3:00 p.m.

Action: Approve. (Vote of 4 to 0)

0832-07-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4039-07/08	District Attorney's Office	$110,000	Will conduct additional prevention/educational work in the LGBT community to help reduce the number of incidents of violent/hate crimes committed against LGBT communities.	Regular	06/30/08
4040-07/08	Building Inspection	$100,000	Will provide comprehensive fee studies to ensure appropriate building fee and service charges, as well as to assist the City in fully assessing fees to recover total costs of providing related services.	Regular	06/30/08
4041-07/08	Public Utilities	$450,000	Will provide environmental analysis services for the New Diversion Dam Road Bridge Upgrade Project. This will entail coordination and work plan preparation; environmental document scoping; environmental background and field studies.	Regular	01/03/11
4042-07/08	Public Utilities	$600,000	Will identify surplus SFPUC properties that are candidates for revenue enhancement; accessing project and entitlement feasibility and economics; making entitlement applications; building and sustaining local government and community relationships.	Regular	06/30/11
4043-07/08	Public Utilities	$2,500,000	Will provide complete management of underwriting and remarketing for SFPUC Water Enterprise revenue bonds, planned issuance for Spring 2008.	Regular	01/31/09
4044-07/08	Public Utilities	$9,000,000	Will provide third party review of engineering contract documents prepared by engineers employed by the City and by Consultants.	Regular	12/31/12
4045-07/08 *Over to 11/19/07*	General Services, Office of Language Services	$1,000,000	Will provide a single, toll-free 800 telephone number for participating City departments to access Telephonic Language Interpretation Services in the Core Languages and must be available 24 hours a day, 365 days of the year.	Regular	12/31/09
4046-07/08	Tele-communications & Information Services	$300,000	Will conduct market research and additional engineering analysis to assess the feasibility of the City participating in the creation of a community broadband network to serve the public.	Regular	10/01/10
4047-07/08	Public Works	$1,800,000	Will provide as-needed environmental, scientific and laboratory consultation services to provide rapid resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and regulatory negotiations.	Regular	12/31/12
4048-07/08	Public Utilities	Increase Amount $30,000 New Amount $79,000	Will gather and catalog historic and contemporary records of the San Francisco Public Utilities Commission. Users of these records include PUC Executive staff, staff of the City Attorney's office engineers, other city staff and public users.	Regular	04/30/09
4002-06/07	Public Utilities	Increase Amount $1,500,000 New Amount $4,500,000	Will provide specialized and technical as-needed services in the areas of wastewater and storm water handling; management improvement; asset management; specialized technical operations and maintenance; and security, control and emergency response.	Regular	09/30/11
4003-06/07	Public Utilities	Increase Amount $3,200,000 New Amount $9,600,000	Will provide specialized and technical as-needed services in the areas of water supply, treatment, and handling; water quality; watershed and right-of-way management; construction management; corrosion control; and management improvement.	Regular	09/30/11

4086-03/04 *Over to 11/19/07*	Public Utilities	Increase Amount $708,351 New Amount $2,458,351	Will provide environmental document scoping, environmental background studies, alternatives analysis; preparation of draft environmental documents; Public review of draft environmental document, response to public comments.	Regular	12/31/09

Speakers: Maria Bee, Office of the District Attorney spoke on PSC #4039-07/08.
John Madden, Department of Building Inspection spoke on PSC #4040-07/08.
Barry Pearl, Public Utilities Commission spoke on PSC #4041-07/08.
Pauson Yun and Gary Dowd, Public Utilities Commission spoke on PSC #4042-07/08.
Pauson Yun and Brian Sadden, Public Utilities Commission spoke on PSC #4044-07/08.
Joan Lubamersky and Tomas Lee, General Services Administration and Ed Warshauer, SEIU Local 1021 spoke on PSC #4045-07/08.
Brian Roberts, Department of Telecommunications and Information Services spoke on PSC #4046-07/08.
Stanley DeSouza, Department of Public Works spoke on PSC #4047-07/08.
Dennis Oneil and Milicent Bogert, Public Utilities Commission spoke on PSC #4048-07/08.
Bonita McGee, Public Utilities Commission spoke on PSC #4002-06/07.

Action:
(1) Postpone PSC #4086-03/04 to the meeting of November 19, 2007 at the request of the Public Utilities Commission. (Vote of 4 to 0)
(2) Postpone PSC #4045-07/08 to the meeting of November 19, 2007. (Vote of 4 to 0)
(3) Adopt the Human Resources Director's report on PSC #4044-07/08 as amended in 4a. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
(4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0837-07-1 **Proposed Civil Service Commission Meeting Schedule for Calendar Year 2008. (Item No. 6)**

Speakers: Anita Sanchez, Executive Officer

Action: Approve. (Vote of 3 to 0)

0833-07-1 **Request for appointment of Trustee to the Transport Workers San Francisco Municipal Railway Trust Fund. (Item No. 7)**

Speakers: Anita Sanchez, Executive Officer
Micki Callahan, Human Resources Director
Irwin Lum, TWU Local 250A

Action: Name appointment of a Trustee to the Transport Workers San Francisco Municipal Railway Trust Fund at the November 19, 2007 meeting. (Vote of 3 to 0)

0838-07-1 **Presentation by the Department of Human Resources on the Implementation of the New Clerical Testing Program. (Item No. 8)**

Speakers: Bob Pritchard, Department of Human Resources
Mercedes Hernandez, Department of Human Resources

Action: Accept the report. (Vote of 3 to 0)

EXECUTIVE OFFICER'S REPORT

0834-07-1 **Review of Pending Appeals Log as of October 26, 2007. (Item No. 9)**

Speakers: Anita Sanchez, Executive Officer
Jennifer Johnston, Department of Human Resources

Action: Accept the report. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Wu inquired on the status of the opinion requested from the Deputy City Attorney regarding the Engler matter and the weight of the opinion. She also inquired if there had ever been a conflict with the City Attorney's opinion in regards to other departments.

ADJOURNMENT

4:33 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

9/07

LICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

RGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
November 19, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 19, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of November 5, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0832-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-07/08	General Services, Office of Language Services	$1,000,000	Will provide a single, toll-free 800 telephone number for participating City departments to access Telephonic Language Interpretation Services in the Core Languages and must be available 24 hours a day, 365 days of the year.	Regular	12/31/09
4086-03/04	Public Utilities	Increase Amount $ *1,607,582* New Amount *$3,357,582*	Will provide environmental document scoping, environmental background studies, alternatives analysis; preparation of draft environmental documents; Public review of draft environmental document, response to public comments.	Regular	12/31/09

November 5, 2007: Postpone PSC #4045-07/08 to the meeting of November 19, 2007.

Postpone PSC #4086-03/04 to the meeting of November 19, 2007 at the request of the Public Utilities Commission.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0852-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4049-07/08	Sheriff's Department	$250,000	Will provide professional exam development for sworn promotive Deputy Sheriff classifications to include preparing job related written examination, test administration, validation, providing statistical data, consultation and representation at CSC hearing.	Regular	11/30/08
4050-07/08	Environment	$390,000	Will provide professional technical assistance for program development and implementation of the Toxics Reduction Program to achieve toxic reduction in water, air, and soil; environmentally preferable product purchasing; and management of hazardous waste.	Regular	06/30/12
4051-07/08	Airport Commission	$800,000	Will provide design, acquisition, installation and testing of Phase II of aircraft noise management system, enabling the Airport to produce noise contour maps after each airplane arrival or departure.	Regular	11/30/15

4052-07/08	Department of Human Resources	$200,000	Will provide workers' compensation claims auditing services to determine the efficiency, effectiveness, and the consistency of claims adjusting service and the accuracy of loss runs.	Regular	06/30/08
4053-07/08	Department of Human Resources	$600,000	Will provide workers' compensation, investigation services, to ascertain the nature and/or extent of a Workers' Compensation injury, or if there is reasonable suspicion of potential fraud.	Regular	12/31/10
4054-07/08	Department of Human Resources	$1,800,000	Will provide workers' compensation, investigation services to determine whether an injury arose out of employment (AOE), and/or occurred during the course of employment (COE).	Regular	12/31/10
4055-07/08	Public Utilities Commission	$900,000	Will provide a full service environmental laboratory to provide as-needed reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues).	Regular	12/31/08
4056-07/08	Public Utilities Commission	$1,100,000	Will provide assistance to the Director of Labor Relations and Community Programs and other senior management with the administration, execution, and delivery of the Water System Improvement Program's Project Labor Agreement (PLA).	Regular	12/31/12
4057-07/08	Department of Building Inspection	$240,000	Will provide scanning and electronic imaging services to convert all paper-based building plans/drawing into Digital Images and create an index of all imaged documents.	Regular	12/31/09
4058-07/08	Public Utilities Commission	$8,000,000	Will furnish, install and maintain proprietary security hardware and software, and supporting electronic security systems, where required in accordance with SFPUC-Homeland Security design standards.	Regular	01/31/13
4155-97/98	Controller	Increase Amount $0.00 New Amount $12,000,000	Will provide consulting services for the implementation of a software upgrade to the financial and procurement systems to allow the City to migrate to new functionality and technology in the most cost beneficial and least risky manner.	Regular	12/31/08
4007-06/07	Airport Commission	Increase Amount $80,000 New Amount $310,000	Will provide staffing and consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable.	Regular	06/30/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Annual Review of Exempt and Non-Exempt Classifications at the Municipal Transportation Agency. (File No. 0853-07-1) - Action Item

Recommendation: Adopt the report.

(8) Appeal by Adolfo Castillo of the Human Resources Director's determination of insufficient evidence to support his complaint of discrimination and retaliation. (File No. 0760-06-6) – Action Item

Recommendation: Postpone to the meeting of December 17, 2007 at the request of Adolfo Castillo.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Nomination of Micki Callahan, Human Resources Director as Trustee to the Transport Workers San Francisco Municipal Railway Trust Fund. (File No. 0833-07-1) – Action Item

November 5, 2007: Name appointment of a Trustee to the Transport Workers San Francisco Municipal Railway Trust Fund at the November 19, 2007 meeting.

Recommendation: Appoint Micki Callahan, Human Resources Director as Trustee to the Transport Workers San Francisco Municipal Railway Trust Fund.

(10) Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (File No. 0027-07-6) – Action Item

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

Recommendation of the Human Resources Director: Adopt the report; Sustain the decision of the Human Resources Director; deny the appeal by Virginia Morgan.

(11) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(12) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

(13) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

9/07

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
November 19, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:10 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Not Present (Notified absence)
Commissioner Yu-Yee Wu	Present

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of November 5, 2007

Action: Approve. (Vote of 4 to 0)

DOCUMENTS DEPT.

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0832-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-07/08 *Over to 12/3/07*	General Services, Office of Language Services	$1,000,000	Will provide a single, toll-free 800 telephone number for participating City departments to access Telephonic Language Interpretation Services in the Core Languages and must be available 24 hours a day, 365 days of the year.	Regular	12/31/09
4086-03/04	Public Utilities	Increase Amount *$1,607,582* New Amount *$3,357,582*	Will provide environmental document scoping, environmental background studies, alternatives analysis; preparation of draft environmental documents; Public review of draft environmental document, response to public comments.	Regular	12/31/09

November 5, 2007: Postpone PSC #4045-07/08 to the meeting of November 19, 2007.

Postpone PSC #4086-03/04 to the meeting of November 19, 2007 at the request of the Public Utilities Commission.

Speakers: None.

Action:

(1) Postpone PSC #4045-07/08 to the meeting of December 3, 2007 at the request of the General Services Agency. (Vote of 4 to 0)

(2) Adopt the Human Resources Director's report on PSC #4086-03/04. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0852-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4049-07/08	Sheriff's Department	$250,000	Will provide professional exam development for sworn promotive Deputy Sheriff classifications to include preparing job related written examination, test administration, validation, providing statistical data, consultation and representation at CSC hearing.	Regular	11/30/08
4050-07/08 *Withdrawn*	Environment	$390,000	Will provide professional technical assistance for program development and implementation of the Toxics Reduction Program to achieve toxic reduction in water, air, and soil; environmentally preferable product purchasing; and management of hazardous waste.	Regular	06/30/12
4051-07/08	Airport Commission	$800,000 *(Annually)*	Will provide design, acquisition, installation and testing of Phase II of aircraft noise management system, enabling the Airport to produce noise contour maps after each airplane arrival or departure.	Regular	11/30/15
4052-07/08	Department of Human Resources	$200,000	Will provide workers' compensation claims auditing services to determine the efficiency, effectiveness, and the consistency of claims adjusting service and the accuracy of loss runs.	Regular	06/30/08

4053-07/08	Department of Human Resources	$600,000	Will provide workers' compensation, investigation services, to ascertain the nature and/or extent of a Workers' Compensation injury, or if there is reasonable suspicion of potential fraud.	Regular	12/31/10
4054-07/08	Department of Human Resources	$1,800,000	Will provide workers' compensation, investigation services to determine whether an injury arose out of employment (AOE), and/or occurred during the course of employment (COE).	Regular	12/31/10
4055-07/08	Public Utilities Commission	$900,000	Will provide a full service environmental laboratory to provide as-needed reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues).	Regular	12/31/08
4056-07/08	Public Utilities Commission	$1,100,000	Will provide assistance to the Director of Labor Relations and Community Programs and other senior management with the administration, execution, and delivery of the Water System Improvement Program's Project Labor Agreement (PLA).	Regular	12/31/12
4057-07/08	Department of Building Inspection	$240,000	Will provide scanning and electronic imaging services to convert all paper-based building plans/drawing into Digital Images and create an index of all imaged documents.	Regular	12/31/09
4058-07/08	Public Utilities Commission	$8,000,000	Will furnish, install and maintain proprietary security hardware and software, and supporting electronic security systems, where required in accordance with SFPUC-Homeland Security design standards.	Regular	01/31/13
4155-97/98	Controller	Increase Amount $0.00 New Amount $12,000,000	Will provide consulting services for the implementation of a software upgrade to the financial and procurement systems to allow the City to migrate to new functionality and technology in the most cost beneficial and least risky manner.	Regular	12/31/08
4007-06/07	Airport Commission	Increase Amount $80,000 New Amount $310,000	Will provide staffing and consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable.	Regular	06/30/08

Speakers: Jean Mariani, Sherriff's Department spoke on PSC #4049-07/08.
Galen Leung and Bert Ganoung, San Francisco International Airport spoke on PSC #4051-07/08 and 4007-06/07.
Priscilla Morse, Department of Human Resources spoke on PSC #4053-07/08 and 4054-07/08.
Bonita McGee and Carol Isen, Public Utilities Commission spoke on PSC #4056-07/08.
John Madden, Department of Building Inspection spoke on PSC #4057-07/08.
Bonita McGee and Sue Black, Public Utilities Commission spoke on PSC #4058-07/08.

0852-07-8 (continued)

Note: Commissioner Wu disclosed that she works at California State Workers' Compensation in regards to PSC #4053-07/08 and 4054-07/08.

Action:
(1) Withdraw PSC #4050-07/08 at the request of the Department of the Environment. (Vote of 4 to 0)
(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0853-07-1 **Annual Review of Exempt and Non-Exempt Classifications at the Municipal Transportation Agency. (Item No. 7)**

Speakers: None.

Action: Adopt the report. (Vote of 4 to 0)

0760-06-6 **Appeal by Adolfo Castillo of the Human Resources Director's determination of insufficient evidence to support his complaint of discrimination and retaliation. (Item No. 8)**

Speakers: None.

Action: Postpone to the meeting of December 17, 2007 at the request of Adolfo Castillo. (Vote of 4 to 0)

0833-07-1 **Nomination of Micki Callahan, Human Resources Director as Trustee to the Transport Workers San Francisco Municipal Railway Trust Fund. (Item No. 9)**

November 5, 2007: Name appointment of a Trustee to the Transport Workers San Francisco Municipal Railway Trust Fund at the November 19, 2007 meeting.

Speakers: None.

Action: Appoint Micki Callahan, Human Resources Director as Trustee to the Transport Workers San Francisco Municipal Railway Trust Fund. (Vote of 4 to 0)

0027-07-6 **Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (Item No. 10)**

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

Speakers: Linda Simon, Department of Human Resources
Diana Garcia, Department of Human Resources
Jennifer Johnston, Department of Human Resources
Matthew Ming, Attorney for Appellant
Virginia Morgan, Appellant

Action: Postpone to the meeting of January 7, 2008. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioners Gorrono and Wu requested an outside opinion regarding the Commission's jurisdiction on remedies in cases of discrimination.

ADJOURNMENT

4:32 p.m.

Adjourn in memory of California Highway Patrol Officer John Miller who was killed in the line of duty.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

3/07

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
December 3, 2007

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PUBLIC LIBRARY

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 3, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of November 19, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contract. (File No. 0832-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-07/08	General Services, Office of Language Services	$1,000,000	Will provide a single, toll-free 800 telephone number for participating City departments to access Telephonic Language Interpretation Services in the Core Languages and must be available 24 hours a day, 365 days of the year.	Regular	12/31/09

November 5, 2007: Postpone PSC #4045-07/08 to the meeting of November 19, 2007.

Postpone PSC #4086-03/04 to the meeting of November 19, 2007 at the request of the Public Utilities Commission.

November 19, 2007: Postpone PSC #4045-07/08 to the meeting of December 3, 2007 at the request of the General Services Agency.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0877-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-07/08	Mayor's Office of Business & Economic Development	$75,000	Will provide wages and benefits for the three CityBuild Instructors who are teaching at the CityBuild Academy from July 1, 2007 to August 31, 2007.	Regular	08/31/07
4061-07/08	Public Utilities Commission	$4,000,000	Will provide water quality related support for Water System Improvement Program (WSIP) and Operations.	Regular	02/01/13
4062-07/08	Public Utilities Commission	$8,400,000	Will provide professional construction management services to oversee various WSIP projects on behalf of the SFPUC for the SF Region/Local work location.	Regular	03/31/13
4063-07/08	General Services Agency, Office of Language Services	$100,000	Will provide patented technology to convert selected public web pages from participating City department websites to be translated into non-English languages.	Regular	10/31/09

4064-07/08	Department of Public Health	$2,000,000	Will provide software programming, technical implementation and system administration training support to Department Information Technology staff for the implementation of the new Community Behavioral Health (CBHS) Billing and Clinical Application.	Regular	12/31/13
4065-07/08	Public Works	$450,000	Will provide specialized architectural, engineering, and related professional services for programming the facilities and specialized peer review services in support of City staff in negotiating and implementing the turn-key agreement.	Regular	02/15/11
4029-05/06	Airport Commission	Increase Amount $12,000,000 New Amount $14,000,000	Will hire construction management team members, including construction managers, resident engineers, inspectors, part-time schedulers, and cost engineers for PDC capital improvement projects.	Regular	12/31/12
4086-03/04 *Withdrawn*	Public Utilities Commission	Increase Amount $1,607,582 New Amount $3,357,582	Will provide environmental document scoping, environmental background studies, alternatives analysis; preparation of draft environmental document, response to public comments.	Regular	12/31/09

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Appeal by Alejandro Molina of the denial of battery pay as a Transit Operator. (File No. 0485-02-3) – Action Item**

Recommendation of the Director of Transportation: Sustain the decision of the Director of Transportation. Deny the appeal by Alejandro Molina.

(8) **Discussion of the request to obtain a second outside opinion regarding the Commission's jurisdiction on remedies in cases of discrimination. (File No. 0878-07-1) – Action Item**

Recommendation: Open for discussion.

(9) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(10) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(11) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5
5
13/07

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
December 3, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Alicia D. Becerril	Not Present (Notified absence)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Yu-Yee Wu	Present

Vice President Donald Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Inspector Joseph Engler, San Francisco Police Department spoke on Item #8 as it relates to his appeal of discrimination pending before the Civil Service Commission.

APPROVAL OF MINUTES

Regular Meeting of November 19, 2007

Action: Approve as amended. (Vote of 3 to 0); Commissioner Thomas Ng recused. (Vote of 4 to 0)

0832-07-8 Review of request for approval of proposed personal services contract. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-07/08	General Services, Office of Language Services	$1,000,000	Will provide a single, toll-free 800 telephone number for participating City departments to access Telephonic Language Interpretation Services in the Core Languages and must be available 24 hours a day, 365 days of the year.	Regular	12/31/09

November 5, 2007: Postpone PSC #4045-07/08 to the meeting of November 19, 2007.

Postpone PSC #4086-03/04 to the meeting of November 19, 2007 at the request of the Public Utilities Commission.

November 19, 2007: Postpone PSC #4045-07/08 to the meeting of December 3, 2007 at the request of the General Services Agency.

Speakers: None.

Action: Postpone to the meeting of December 17, 2007 at the request of the General Services Agency. (Vote of 4 to 0)

0877-07-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-07/08	Mayor's Office of Business & Economic Development	$75,000	Will provide wages and benefits for the three CityBuild Instructors who are teaching at the CityBuild Academy from July 1, 2007 to August 31, 2007.	Regular	08/31/07
4061-07/08	Public Utilities Commission	$4,000,000	Will provide water quality related support for Water System Improvement Program (WSIP) and Operations.	Regular	02/01/13
4062-07/08	Public Utilities Commission	$8,400,000	Will provide professional construction management services to oversee various WSIP projects on behalf of the SFPUC for the SF Region/Local work location.	Regular	03/31/13
4063-07/08	General Services Agency, Office of Language Services	$100,000	Will provide patented technology to convert selected public web pages from participating City department websites to be translated into non-English languages.	Regular	10/31/09
4064-07/08	Department of Public Health	$2,000,000	Will provide software programming, technical implementation and system administration training support to Department Information Technology staff for the implementation of the new Community Behavioral Health (CBHS) Billing and Clinical Application.	Regular	12/31/13
4065-07/08	Public Works	$450,000	Will provide specialized architectural, engineering, and related professional services for programming the facilities and specialized peer review services in support of City staff in negotiating and implementing the turn-key agreement.	Regular	02/15/11

4029-05/06	Airport Commission	Increase Amount $12,000,000 New Amount $14,000,000	Will hire construction management team members, including construction managers, resident engineers, inspectors, part-time schedulers, and cost engineers for PDC capital improvement projects.	Regular	12/31/12
4086-03/04 *Withdrawn*	Public Utilities Commission	Increase Amount $1,607,582 New Amount $3,357,582	Will provide environmental document scoping, environmental background studies, alternatives analysis; preparation of draft environmental document, response to public comments.	Regular	12/31/09

Speakers: Valerie O'Donnell, Mayor's Office of Business and Economic Development spoke on PSC #4060-0708.
Pauson Yun, Public Utilities Commission spoke on PSC #4061-07/08.
Joan Lubamersky and Tomas Lee, General Services Agency spoke on PSC #4063-07/08
Jacquie Hale and Deborah Vincent-James, Department of Public Health spoke on PSC #4064-07/08.
Jim Buker, Department of Public Works spoke on PSC #4065-07/08.
Galen Leung and Ray Quesada, San Francisco International Airport spoke on PSC #4029-05/06.

Action:
(1) PSC #4086-03/04 withdrawn at the request of the Public Utilities Commission. (Vote of 4 to 0)
(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0485-02-3 **Appeal by Alejandro Molina of the denial of battery pay as a Transit Operator. (Item No. 7)**

Speakers: Jeff Gary, Municipal Transportation Agency
Sharon Van Loon, Municipal Transportation Agency
Alejandro Molina, Appellant

Action: Sustain the decision of the Director of Transportation. Deny the appeal by Alejandro Molina. (Vote of 3 to 1; Commissioner Casper dissents.)

0878-07-1 **Discussion of the request to obtain an outside opinion regarding the Commission's jurisdiction on remedies in cases of discrimination. (Item No. 8)**

Speakers: Anita Sanchez, Executive Officer
Paul Zarefsky, Deputy City Attorney
Silvia Johnson, Member of the public
Inspector Joseph Engler, San Francisco Police Department

0878-07-1 (continued)

Note:

(1) Commissioners Yu-Yee Wu and Morgan Gorrono clarified that the word "second" should be deleted from the Agenda item and that they only raised obtaining an outside opinion.
(2) Commissioners Wu and Gorrono withdrew their request for outside counsel.
(3) The Executive Officer was instructed to provide the Commissioners with the transcripts and other materials related to its decision on the appeal of Director of Elections Tammy Haygood.

Action: The Commission concluded the discussion and took no action.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Silvia Johnson made comments regarding homelessness and human rights issues.

Inspector Joseph Engler stated that he fully supports the Commission in their decision and would like to see his own issue before the Commission again.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Morgan Gorrono commented that the letter to the Miller family should have been proof read.

Commissioner Yu-Yee Wu requested the Commission binders be arranged chronologically so that the original appeal from the appellant is placed first.

Commissioner Donald Casper commented that it would be helpful to the Commission to have an annotated version of the City Charter.

Commissioner Morgan Gorrono also commented that none of the Commissioners received an invitation from the San Francisco Fire Department to the promotion ceremony of Lieutenants.

ADJOURNMENT

4:59 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

5
13/07
ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
December 3, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
DEC 11 2007
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Alicia D. Becerril	Not Present (Notified absence)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Yu-Yee Wu	Present

Vice President Donald Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Inspector Joseph Engler, San Francisco Police Department spoke on Item #8 as it relates to his appeal of discrimination pending before the Civil Service Commission.

APPROVAL OF MINUTES

Regular Meeting of November 19, 2007

Action: Approve as amended. (Vote of 3 to 0); Commissioner Thomas Ng recused. (Vote of 4 to 0)

0832-07-8 Review of request for approval of proposed personal services contract. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-07/08	General Services, Office of Language Services	$1,000,000	Will provide a single, toll-free 800 telephone number for participating City departments to access Telephonic Language Interpretation Services in the Core Languages and must be available 24 hours a day, 365 days of the year.	Regular	12/31/09

November 5, 2007: Postpone PSC #4045-07/08 to the meeting of November 19, 2007.

Postpone PSC #4086-03/04 to the meeting of November 19, 2007 at the request of the Public Utilities Commission.

November 19, 2007: Postpone PSC #4045-07/08 to the meeting of December 3, 2007 at the request of the General Services Agency.

Speakers: None.

Action: Postpone to the meeting of December 17, 2007 at the request of the General Services Agency. (Vote of 4 to 0)

0877-07-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-07/08	Mayor's Office of Business & Economic Development	$75,000	Will provide wages and benefits for the three CityBuild Instructors who are teaching at the CityBuild Academy from July 1, 2007 to August 31, 2007.	Regular	08/31/07
4061-07/08	Public Utilities Commission	$4,000,000	Will provide water quality related support for Water System Improvement Program (WSIP) and Operations.	Regular	02/01/13
4062-07/08	Public Utilities Commission	$8,400,000	Will provide professional construction management services to oversee various WSIP projects on behalf of the SFPUC for the SF Region/Local work location.	Regular	03/31/13
4063-07/08	General Services Agency, Office of Language Services	$100,000	Will provide patented technology to convert selected public web pages from participating City department websites to be translated into non-English languages.	Regular	10/31/09
4064-07/08	Department of Public Health	$2,000,000	Will provide software programming, technical implementation and system administration training support to Department Information Technology staff for the implementation of the new Community Behavioral Health (CBHS) Billing and Clinical Application.	Regular	12/31/13
4065-07/08	Public Works	$450,000	Will provide specialized architectural, engineering, and related professional services for programming the facilities and specialized peer review services in support of City staff in negotiating and implementing the turn-key agreement.	Regular	02/15/11

4029-05/06	Airport Commission	Increase Amount $12,000,000 New Amount $14,000,000	Will hire construction management team members, including construction managers, resident engineers, inspectors, part-time schedulers, and cost engineers for PDC capital improvement projects.	Regular	12/31/12
4086-03/04 *Withdrawn*	Public Utilities Commission	Increase Amount $1,607,582 New Amount $3,357,582	Will provide environmental document scoping, environmental background studies, alternatives analysis; preparation of draft environmental document, response to public comments.	Regular	12/31/09

Speakers: Valerie O'Donnell, Mayor's Office of Business and Economic Development spoke on PSC #4060-0708.
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Action:
(1) PSC #4086-03/04 withdrawn at the request of the Public Utilities Commission. (Vote of 4 to 0)
(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

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Speakers: Jeff Gary, Municipal Transportation Agency
Sharon Van Loon, Municipal Transportation Agency
Alejandro Molina, Appellant

Action: Sustain the decision of the Director of Transportation. Deny the appeal by Alejandro Molina. (Vote of 3 to 1; Commissioner Casper dissents.)

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Speakers: Anita Sanchez, Executive Officer
Paul Zarefsky, Deputy City Attorney
Silvia Johnson, Member of the public
Inspector Joseph Engler, San Francisco Police Department

0878-07-1 (continued)

Note:

(1) Commissioners Yu-Yee Wu and Morgan Gorrono clarified that the word "second" should be deleted from the Agenda item and that they only raised obtaining an outside opinion.
(2) Commissioners Wu and Gorrono withdrew their request for outside counsel.
(3) The Executive Officer was instructed to provide the Commissioners with the transcripts and other materials related to its decision on the appeal of Director of Elections Tammy Haygood.

Action: The Commission concluded the discussion and took no action.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Silvia Johnson made comments regarding homelessness and human rights issues.

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COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

Commissioner Morgan Gorrono commented that the letter to the Miller family should have been proof read.

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Commissioner Morgan Gorrono also commented that none of the Commissioners received an invitation from the San Francisco Fire Department to the promotion ceremony of Lieutenants.

ADJOURNMENT

4:59 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

12/17/07

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
December 17, 2007

DOCUMENTS DEPT.
DEC 17 2007
SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office
The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports
It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants
All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement
A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.
A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order
Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings
All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings
As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings
The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access
The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sotf@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance
Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 17, 2007
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Alicia D. Becerril
Vice President Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Thomas T. Ng
Commissioner Yu-Yee Wu

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of December 3, 2007

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contract. (File No. 0832-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-07/08	General Services, Office of Language Services	$1,000,000	Will provide a single, toll-free 800 telephone number for participating City departments to access Telephonic Language Interpretation Services in the Core Languages and must be available 24 hours a day, 365 days of the year.	Regular	12/31/09

November 5, 2007: Postpone PSC #4045-07/08 to the meeting of November 19, 2007.

Postpone PSC #4086-03/04 to the meeting of November 19, 2007 at the request of the Public Utilities Commission.

November 19, 2007: Postpone PSC #4045-07/08 to the meeting of December 3, 2007 at the request of the General Services Agency.

December 3, 2007: Postpone to the meeting of December 17, 2007 at the request of the General Services Agency.

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0898-07-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-07/08	Airport Commission	$6,000,000	Will provide design, fabrication, installation, operation and maintenance of an Airport-owned Distributed Antenna System (DAS) for cellular and other wireless and radio frequency (RF) based communication services throughout the Airport.	Regular	12/31/15
4067-07/08	Public Utilities Commission	$1,500,000	Will provide consultant services to monitor the technical and procedural sufficiency of the SFPUC's administration of the Community Choice Aggregation (CCA) Program.	Regular	12/31/10
4111-03/04	Building Inspection	Increase Amount $1,200,000 New Amount $2,400,000	Will provide education, counseling, mentoring and mediation regarding code enforcement outreach program to property owners and tenants. Will educate property owners in code compliance to avoid litigation, and provide bilingual services as needed.	Regular	12/31/12

4097-06/07	Airport Commission	Increase Amount $1,000,000 New Amount $1,525,000	Will convert the Airport's only current chiller that uses an ozone-depleting refrigerant to a non-ozone-depleting refrigerant and possible as-needed repair work associated with the conversion.	Regular	06/30/09
4137-06/07	Tele-communication & Information Services	Increase Amount $218,000 New Amount $436,000	Will provide vendor configuration and tailoring of the New World Systems Records Management System (RMS) and Field Reporting System (aka incident reports), configure Standard and Custom System Reports.	Regular	11/30/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Adolfo Castillo of the Human Resources Director's determination of insufficient evidence to support his complaint of discrimination and retaliation. (File No. 0760-06-6) – Action Item

November 19, 2007: Postpone to the meeting of December 17, 2007 at the request of Adolfo Castillo.

Recommendation: Appeal withdrawn.

(8) Semi-Annual Status Grant Report for Permanent Civil Service (PCS) Municipal Executives' Association (MEA) employees allocated into MCCP job codes. (File No. 0899-07-1) – Action Item

Recommendation of the Human Resources Director: Adopt the status report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Implementation of Civil Service Commission Rule 213.7 – Certification of Promotive Eligible List Applicable to the Police Department Q – 80 Captain Examination completed on November 8, 2007 (Recruitment No. CBT-0Q80-053869 – Issued September 7, 2007). (File No. 0900-07-5) – Discussion and Possible Action

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**

1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - (Discussion and Possible Action Item)
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case

C) Reconvene in open session:

1) Vote to elect whether to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54956.9 and San Francisco Administrative Code Section 67.12(b).

Recommendation: The Rule of Five Scores for the first 11 approved hiring requisitions (to Rank 15). Thereafter, a statistically valid grouping with a confidence level of 1.96 and a sliding band of 45 points shall be used starting with Rank 16. Consistent with Civil Service Commission Rules, candidates in Ranks 1 to 15 who are not selected under the Rule of Five Scores shall be considered with those in the band.

Note: The Commission is not limited to accepting or rejecting this recommendation, but may also consider and act upon changes to the recommendation.

EXECUTIVE OFFICER'S REPORT

(10) **Report of FY 2008-09 Budget Instructions and Departmental Budget Preparation. (File No. 0904-07-1) – Action Item**

Recommendation: Accept report. Direct Commission staff to prepare Fiscal Year 2008-09 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 4, 2008, incorporating changes made by the Commission up to February 20, 2008, approve to submit the Fiscal Year 2008-09 Budget Request to the Controller and the Mayor by February 21, 2008.

(11) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(12) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

(13) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

17/07

LICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES

Regular Meeting
December 17, 2007

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
DEC 21 2007
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Thomas T. Ng	Present
Commissioner Yu-Yee Wu	Not Present (Notified absence)

President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of December 3, 2007

Action: Approve. (Vote of 3 to 0); President Alicia Becerril recused. (Vote of 4 to 0)

0832-07-8 **Review of request for approval of proposed personal services contract. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-07/08	General Services, Office of Language Services	***$500,000***	Will provide a single, toll-free 800 telephone number for participating City departments to access Telephonic Language Interpretation Services in the Core Languages and must be available 24 hours a day, 365 days of the year.	Regular	12/31/09

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Postpone PSC #4086-03/04 to the meeting of November 19, 2007 at the request of the Public Utilities Commission.

November 19, 2007: Postpone PSC #4045-07/08 to the meeting of December 3, 2007 at the request of the General Services Agency.

December 3, 2007: Postpone to the meeting of December 17, 2007 at the request of the General Services Agency.

Speakers: Joan Lubamersky, General Services Agency

Action: Amend amount of contract to $500,000. Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0898-07-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-07/08	Airport Commission	$6,000,000	Will provide design, fabrication, installation, operation and maintenance of an Airport-owned Distributed Antenna System (DAS) for cellular and other wireless and radio frequency (RF) based communication services throughout the Airport.	Regular	12/31/15
4067-07/08 *Over to 1/7/08*	Public Utilities Commission	$1,500,000	Will provide consultant services to monitor the technical and procedural sufficiency of the SFPUC's administration of the Community Choice Aggregation (CCA) Program.	Regular	12/31/10
4111-03/04	Building Inspection	Increase Amount $1,200,000 New Amount $2,400,000	Will provide education, counseling, mentoring and mediation regarding code enforcement outreach program to property owners and tenants. Will educate property owners in code compliance to avoid litigation, and provide bilingual services as needed.	Regular	12/31/12
4097-06/07	Airport Commission	Increase Amount $1,000,000 New Amount $1,525,000	Will convert the Airport's only current chiller that uses an ozone-depleting refrigerant to a non-ozone-depleting refrigerant and possible as-needed repair work associated with the conversion.	Regular	06/30/09
4137-06/07	Tele-communication & Information Services	Increase Amount $218,000 New Amount $436,000	Will provide vendor configuration and tailoring of the New World Systems Records Management System (RMS) and Field Reporting System (aka incident reports), configure Standard and Custom System Reports.	Regular	11/30/08

0898-07-8 (continued)

Speakers: Cynthia Avakian and Gerardo Fries, San Francisco International Airport spoke on PSC #4066-07/08.
Pauson Yun, Public Utilities Commission spoke on PSC #4067-07/08.
John Madden, Department of Building Inspection spoke on PSC #4111-03/04.
Walt Calcagno, Department of Telecommunications and Information Services spoke on PSC #4137-06/07.

Action: Postpone PSC #4067-07/08 to the meeting of January 7, 2008 at the request of the Public Utilities Commission. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0760-06-6 **Appeal by Adolfo Castillo of the Human Resources Director's determination of insufficient evidence to support his complaint of discrimination and retaliation. (Item No. 7)**

November 19, 2007: Postpone to the meeting of December 17, 2007 at the request of Adolfo Castillo.

Speakers: None.

Action: Off calendar. (Vote of 4 to 0)

0899-07-1 **Semi-Annual Status Grant Report for Permanent Civil Service (PCS) Municipal Executives' Association (MEA) employees allocated into MCCP job codes. (Item No. 10)**

Speakers: Robert Pritchard, Acting Deputy Director-RAS

Action: Accept and approve the report. (Vote of 4 to 0)

0900-07-5 Implementation of Civil Service Commission Rule 213.7 – Certification of Promotive Eligible List Applicable to the Police Department Q – 80 Captain Examination completed on November 8, 2007 (Recruitment No. CBT-0Q80-053869 – Issued September 7, 2007). (Item No. 9)

A) Public Comment on all matters pertaining to the Agenda item and the potential closed session.

Speakers: Julian Hill, Officers for Justice indicated his preference to have the item heard in open session.

B) Vote on whether to assert the attorney – client privilege and hold closed session to confer with legal counsel pursuant to San Francisco Administrative Code Section 67.10 (d) (2) and California Government Code Section 54956.9 (b) – Conference with Legal Counsel – Anticipated Litigation. **(Action Item)**

The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed session began at 2:56 p.m. with the following present:
President Alicia Becerril
Vice President Donald Casper
Commissioner Morgan Gorrono
Commissioner Thomas Ng
Anita Sanchez, Executive Officer
Paul Zarefsky, Deputy City Attorney
Stacey Lucas, Deputy City Attorney
Micki Callahan, Human Resources Director
Bruce Topp, Department of Human Resources
Saru Cownan, Department of Human Resources
Dee Q. Williams, Assistant Executive Officer
Gloria Sheppard, Civil Service Commission

1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - (Discussion and Possible Action Item)
California Government Code Section 54956.9 (b) and San Francisco Administrative Code Section 67.10 (d) (2) – As Defendant; One Case

Closed session ended at 3:36 p.m.

C) **Reconvened in open session at 3:37 p.m.:**

1) The Commission voted not to disclose any or all discussions held in closed session. (San Francisco Administrative Code Section 67.12(a). (Action Item) (Vote of 4 to 0)
2) Disclosure of action taken in closed session pursuant to California Government Code Section 54956.9 and San Francisco Administrative Code Section 67.12(b).
No action taken in closed session.

0900-07-5 (continued)

Speakers: Bruce Topp, Department of Human Resources
Alice Villagomez, San Francisco Police Department Human Resources Director
Julian Hill, Officers for Justice

Action: The Rule of Five Scores for the first 11 approved hiring requisitions (to Rank 15). Thereafter, a statistically valid grouping with a confidence level of 1.96 and a sliding band of 45 points shall be used starting with Rank 16. Consistent with Civil Service Commission Rules, candidates in Ranks 1 to 15 who are not selected under the Rule of Five Scores shall be considered with those in the band. (Vote of 4 to 0)

EXECUTIVE OFFICER'S REPORT

0904-07-1 **Report of FY 2008-09 Budget Instructions and Departmental Budget Preparation. (Item No. 10)**

Speakers: Anita Sanchez, Executive Officer

Action: Accept report. Direct Commission staff to prepare Fiscal Year 2008-09 Budget Request at current service and staffing levels, to continue to negotiate amounts, present draft Budget Request at the Commission Meeting of February 4, 2008, incorporating changes made by the Commission up to February 20, 2008, approve to submit the Fiscal Year 2008-09 Budget Request to the Controller and the Mayor by February 21, 2008. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

None.

ADJOURNMENT

4:29 p.m.

Adjourn in memory of Robert Feldman, Executive Director/Secretary to the Board of Appeals who passed away on December 9, 2007.

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